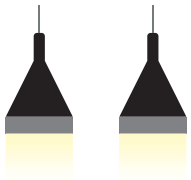


2019 | City of New York COOLING SEASON GUIDELINES

Usage outside of these dates may result in an electrical demand charge for which funding has not been budgeted. These guidelines and recommendations have been established for the use and maintenance of air-conditioning systems in City buildings.

FOR ALL BUILDING OCCUPANTS

Simple steps to conserve energy while remaining comfortable in your workplace:



1. Turn off overhead lights in areas where daylight is sufficient or desk lighting is available.



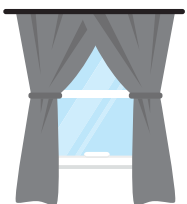
2. At night, turn off lights not required for security.



3. Turn off computers, copiers and other electric equipment when not in use.



4. Remove anything that blocks air outlets of air conditioners, to maximize air circulation.



5. Keep window shades and blinds lowered and closed to reduce window solar heat gain.



6. Take advantage of lower off-peak electricity rates (10pm-8am, M-F for usage, 6pm-8am, M-F for demand) by shifting some of the electric load to off-peak times.

FOR FACILITY MANAGERS

During the cooling season, managers of City facilities must follow these guidelines on window air conditioners use:



1. Filter maintenance on all window air-conditioners is critical for efficient performance, and should be performed prior to the start of the air-conditioning season.



2. Air conditioners to be used only when rooms are occupied and interior temperatures reach 78 degrees F.



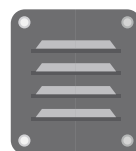
3. Maintain temperature settings on air-conditioners at no lower than 78 degrees F. [Or use: LOW for Outside Air temp 75 - 82; MED for Outside Air temp 83 -90; and HIGH for Outside Air temp above 91.]



4. Window air-conditioners should NOT be set on the constant run position.



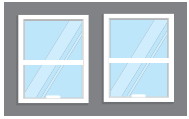
5. Consider introducing fans to improve air circulation and reduce AC load.



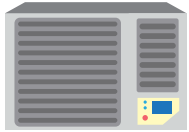
6. On extremely hot and humid days, fresh air louvers should be in the "closed" position.

FOR FACILITY MANAGERS

City facility staff must follow these guidelines on central air conditioning:



7. Keep room doors and windows closed when air-conditioning is operating. Gaps around window AC units should be sealed to prevent air infiltration.



8. If room air-conditioners are to be purchased, it should be done through the DCAS Division of Municipal Supply Services when ever possible. These units are Energy-Star rated or equivalent, as required by law. Purchase the unit with the highest energy efficiency ratio (EER) available.

FOR CENTRAL AIR-CONDITIONING:



1. All filters should be checked, and then cleaned or replaced to maintain maximum system efficiency.



2. Indoor temperatures should be maintained at no lower than 78 degrees F.



3. All units should be serviced to insure maximum efficiency of operation. Special attention should be given to Ductwork should be inspected to identify gaps and cracks, and sealed accordingly to prevent pressure loss.



4. All control settings and time mechanisms should be checked and calibrated PRIOR to the start of the cooling season. Special attention should be paid to avoid simultaneous cooling and heating conditions.



5. Air-conditioning should be used only when the building is occupied.



6. In non-hospital settings, outside make-up air should be reduced.



7. Explore uses of non-electrically powered equipment to offset electric demand if available.

For more information, see this resource from the US Department of Energy on **Actions You Can Take to Reduce Cooling Costs:** <https://www.energy.gov/energysaver/spring-and-summer-energy-savings-tips>

These provisions are to be implemented consistent with the Health Code. City buildings and spaces which have been exempted from these requirements will continue to be exempt. Please contact **DCAS Energy Management** at energy@dcas.nyc.gov with any questions or visit our website at www.nyc.gov/energy-conservation

Energy