

MANAGEMENT DIRECTIVE

Commonwealth of Pennsylvania Governor's Office

Title

Management Directive 720.05 Amended, Energy Management and Conservation in Commonwealth-Owned and Leased Facilities

Date

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By Direction of



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Contact Agency

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This directive establishes policy and responsibilities for the management and conservation of energy in facilities owned and leased by the Commonwealth of Pennsylvania.

1. PURPOSE.

To establish policy and responsibilities to manage and conserve energy in all Commonwealth-owned and leased facilities to achieve overall annual energy consumption reduction goals as set forth in *Executive Order 2019-01 Commonwealth Leadership in Addressing Climate Change and Promoting Energy Conservation and Sustainable Governance*, providing cost savings and greenhouse gas emission reductions.

2. SCOPE.

This directive applies to all departments, offices, boards, commissions, and councils (hereinafter referred to as "agencies") under the Governor's jurisdiction that occupy space in Commonwealth-owned and leased facilities. The directive also applies to all legislative, judicial, and other independent agencies that occupy Commonwealth-owned and leased facilities controlled by the Department of General Services. Legislative, judicial, and other independent agencies that own or lease their own space should also consider complying with this directive for those facilities.

3. OBJECTIVES.

In order to improve energy efficiency of Commonwealth-owned and leased facilities as part of the overall 3% annual reduction of energy consumption stipulated in *Executive Order 2019-01 Commonwealth Leadership in Addressing Climate Change and Promoting Energy Conservation and Sustainable Governance*, agencies shall:

- a. Utilize program and portfolio management tools including the:
 - (1) Commonwealth Utility Benchmarking Initiative,
 - (2) GreenGov Program,

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- (3) Real Estate Portfolio Management Tool, and
 - (4) Other tools that may support the objectives of this directive.
- b. Identify and procure energy-saving and efficiency projects utilizing project delivery mechanisms such as:
- (1) Guaranteed Energy Savings Act,
 - (2) Capital projects,
 - (3) Job Order Contracting,
 - (4) Leasehold Improvement, and
 - (5) Other methods to reduce energy consumption and greenhouse gas emissions.

4. DEFINITIONS.

- a. **Agency Sustainability Team.** An agency team responsible for identifying and delivering energy-saving opportunities, projects, and sustainability initiatives.
- b. **ANSI/ASHRAE Standard 55.** The American National Standard Institute & American Society of Heating, Refrigerating and Air Conditioning Engineers published standard that establishes an acceptable range of indoor environmental thermal conditions for occupants of buildings.
- c. **Commonwealth Utility Benchmarking Initiative.** A data-driven, information technology (IT) program for managing Commonwealth facility utility bills so that building performance can be tracked and analyzed over time. This IT program is managed by the Department of General Services' (DGS) Bureau of Procurement.
- d. **GreenGov Agency Certification Checklist.** An assessment tool utilized by agencies, consisting of a menu of conservation and sustainability strategies to gauge the implementation and achievement of performance goals.
- e. **GreenGov Program.** A collaborative, multi-agency approach to increase sustainability and conservation within Commonwealth operations, through the exploration and adoption of energy efficiency and conservation measures in facilities.
- f. **Guaranteed Energy Savings Act (GESA).** An energy-saving project delivery method where the project's value is financed through its future cost savings for a predetermined period of time, issued pursuant to 62 Pa.C.S. § 3751-3758.

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- g. Job Order Contracting (JOC).** A project delivery method to deliver non-capital facilities projects utilizing Commonwealth pre-approved regional contractors. JOC is administered through the DGS' Public Works Deputate.
 - h. Leasehold Improvement.** An addition, alteration, or improvement to a leased facility, undertaken at the request of the lessee after the lease execution date, and which scope and value are negotiated between using agencies, the DGS' Bureau of Real Estate (BRE) and the lessor and delivered by the lessor or by the lessee at BRE's discretion.
 - i. Real Estate Portfolio Management Tool.** An Integrated Workplace Management Solution (IWMS) for the consolidated management of facilities that serves as a repository for facility data.
- 5. POLICY.**
- a.** Within 12 months of the effective date of this directive, agencies are required to establish "Agency Sustainability Teams" consisting of internal staff within multiple disciplines, including, but not limited to, executive staff and those that oversee fiscal and facilities operations.
 - b.** Agencies, through Agency Sustainability Teams, must participate in the following:

 - (1)** Commonwealth Utility Benchmarking Initiative by assigning and training agency staff in key roles and providing continued program support for the management, tracking, and assessment of utility data for the achievement of utility efficiency goals and identification of energy-saving projects.
 - (2)** GreenGov Program by using the GreenGov Agency Certification Checklist, supporting an Agency Sustainability Team, and collaborating with other agencies through the sharing of energy-saving program information and participation in joint initiatives.
 - (3)** Efficient use of space and streamlining of the Commonwealth-leased portfolio by utilizing the Real Estate Portfolio Management Tool, assigning and training agency staff for the management of facilities, and maintaining and storing core facility data including locations, specifications (square footage), technical drawings, occupant use and locations, and other building-specific data.
 - (4)** Delivery of energy savings projects through procurement methods including, but not limited to, GESA, JOC, Leasehold Improvements, capital projects, or other tools that may support this directive's objectives.

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- c. Agencies shall implement the following building-specific energy conservation measures:
- (1) **Appliances.** Agency Sustainability Teams, Building/Facility Manager, Human Resource (HR) Delivery Centers and Agency HR Offices shall be authorized to determine approved appliances for the workplace and the appropriate use or restriction of appliances, both Commonwealth and non-Commonwealth owned, within Commonwealth-owned and leased facilities, consistent with other management directives.
 - (a) Non-approved appliances shall not be used, and every effort should be made to limit the use of approved appliances.
 - (b) All appliances, with the exception of those that must run continuously, shall be turned off when not in use.
 - (c) The number of appliances in agency offices should be limited to centralized locations for shared use.
 - (d) When appliances will be provided by a lessor pursuant to a lease, agencies must list the appliances within the lease specifications that they transmit to DGS' BRE.
 - (e) For purposes of this directive, "appliances" do not include HVAC systems and related equipment in leased facilities.
 - (2) **Interior Environment.** The temperature in all Commonwealth-owned and leased facilities shall be maintained at DGS-recommended HVAC setpoints of between 68 and 75 degrees Fahrenheit to maintain thermal comfort within occupied space, unless otherwise specified within a lease. DGS-recommended HVAC setpoints are within the ANSI/ASHRAE Standard 55 range for occupied space.
 - (a) Areas that are not usually heated or cooled and areas with unique environmental needs are excluded from the standard.
 - (b) Extenuating circumstances of temporary temperature fluctuations beyond the recommended set level are excluded from the standard.
 - (c) Off-hour HVAC setbacks, smart thermostats, and separate zoning controls are recommended to further reduce facility energy requirements.

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- (3) **Lighting.** Every effort shall be made to reduce the usage of electric lighting in all Commonwealth-owned and leased facilities. Where possible and appropriate in Commonwealth-owned facilities, all agencies shall install, in newly renovated areas or retrofit in existing areas, lighting controls and products that are technologically superior in energy savings and efficiency. Also, where possible and appropriate, specifications for newly leased Commonwealth facilities and renovations of existing Commonwealth-leased facilities should aspire to require the use of lighting controls and products that are technologically superior in energy savings and efficiency.
- (4) **Office Equipment.** Agency employees shall turn powered office equipment off when not in use, unless doing so would be detrimental to the operation of the equipment or agency. Agency employees shall turn off items such as computer monitors, printers, paper shredders, etc., at the end of each workday, and during weekends and holidays.

6. RESPONSIBILITIES.

- a. DGS is responsible for providing technical assistance and program support to Agency Sustainability Teams for meeting the objectives of Section 3 of this directive.
- b. Agency Heads are responsible for designating staff responsible for ensuring that agency employees receive training and support in energy conservation.
- c. Managers/Supervisors are responsible for:
- (1) Delivering and supporting energy-saving programs as outlined in this directive.
- (2) Assigning, training, and supporting staff in program roles.
- d. Employees are responsible for complying with all requirements of this directive that apply to their positions.

This directive replaces, in its entirety, *Management Directive 720.05 Amended*, dated July 25, 2008.