

MANAGEMENT DIRECTIVE

Commonwealth of Pennsylvania Governor's Office

Subject: Energy Conservation and Electrical Devices in Commonwealth-Owned or Leased Buildings	Number: 720.5 Amended
Date: July 25, 2008	By Direction of:  James P. Creedon, Secretary of General Services
Contact Agency: Press Secretary, DGS, 717/787-3197	

This directive establishes policy for the use of non-Commonwealth provided electrically powered devices in facilities owned or leased by the Commonwealth of Pennsylvania. Changes are indicated by marginal dots.

- 1. PURPOSE.** To conserve energy and provide improved fire/life safety in all Commonwealth-owned or leased facilities.
- 2. SCOPE.** This directive applies to employees in all agencies under the Governor's jurisdiction in Commonwealth-owned and leased facilities. Legislative, judicial, and other independent agencies should also consider complying with this directive for their respective facilities.
- 3. DEFINITIONS.** For the purpose of this directive, the following definitions apply:
 - a. Non-Commonwealth Provided Electrical Device.** Equipment or appliance not owned or provided by the Commonwealth, which requires alternating current (AC) electricity.
 - b. Commonwealth Provided Electrical Device.** Equipment or appliance owned or provided by either the Commonwealth or Lessor, which requires alternate current (AC) electricity.
 - c. Restricted Electrical Devices.** The use of the following list of devices is specifically prohibited within Commonwealth-owned and leased facilities unless approved by the Department of General Services (DGS) or designated Commonwealth official.

(1) Cooking Appliances, including, but not limited to:

- (a) Coffee makers
- (b) Microwave ovens
- (c) Toasters
- (d) Toaster ovens
- (e) Grills
- (f) Popcorn makers

(2) Hair Dryers

(3) Curling Irons

(4) Non-Commonwealth provided space heaters

(5) Water Coolers

(6) Refrigerators

(7) Dehumidifiers

(8) Room Air Conditioners

4. **REQUIREMENTS.** To improve energy efficiency of Commonwealth-owned and leased facilities, ENERGY STAR requirements of specified appliances (4.a) must be met. ENERGY STAR is the national symbol for energy efficiency in America and is in partnership with the US Environmental Protection Agency and the Department of Energy in order to improve energy performance and greatly reduce energy usage and greenhouse gas emissions.

a. Those specified appliances include dehumidifiers, room air conditioners, refrigerators and water coolers in Commonwealth-owned and leased facilities must be ENERGY STAR qualified models.

b. Qualified product lists for the specified appliances (4.a) can be found at www.energystar.gov, under the "Products" tab. Qualified products may also be recognized by the ENERGY STAR mark, which may appear on the appliance, packaging or EnergyGuide label.

5. **POLICY.**

a. Employees, visitors, and other occupants of Commonwealth-owned and leased facilities may not use Restricted Electrical Devices as defined in Section 3.c., unless approved by DGS or designated Commonwealth official.

- b. Non-Commonwealth owned electrical devices not listed in Section 3.c. may be used in Commonwealth-owned and leased facilities with the approval of the department head or supervisor in charge of the area. These devices include:
 - (1) radios, lamps, clocks, etc.;
 - (2) those approved as accommodations for disabilities; and
 - (3) those required by medical necessity supported by physician's documentation.
- c. Every effort shall be made to limit the use of approved appliances. All appliances, with the exception of those that must run continuously, shall be turned off when not in use. The number of appliances in agency offices should be limited to centralized locations for shared use.
- d. **Lighting:**
 - (1) Every effort shall be made to reduce the usage of electric lighting in all Commonwealth facilities. Employees should maximize the usage of natural light by turning off all nonessential lighting.
 - (2) Where possible and appropriate, all Commonwealth agencies will install (in Commonwealth facilities) in either new areas or retrofit in existing areas, lighting products that are technologically superior in energy saving efficiency.
 - (3) The usage of incandescent lighting shall be discontinued wherever ENERGY STAR qualified compact fluorescent light bulbs can be used. At no time should both types of lighting be used simultaneously in the same fixture.
 - (4) The removal and/or replacement of permanent fixture lamps shall be authorized by Department of General Services (DGS) Building Managers or a designated Commonwealth official.
- e. **Office Equipment.** All powered office equipment shall be turned off when not in use, unless it is detrimental to the operation of the equipment or agency to do so. Items such as copiers, computers, calculators, paper shredders, etc., should be turned off at the end of the work day, and in particular, during the weekend and/or holiday periods.
- f. **Interior Environment.** The temperature in all Commonwealth-owned facilities will be maintained at 67 degrees in the winter and 75 degrees in the summer. This excludes areas that currently are not heated or cooled and areas with unique environmental needs.

6. RESPONSIBILITIES.

a. The Department of General Services will:

- (1) Authorize Commonwealth Building/Facility Managers to measure compliance within each facility in cooperation with the resident agency(s). The Building/Facility Manager will have the authority to enforce energy conservation measures.
- (2) Review requests to utilize non-Commonwealth provided electrical powered devices in Commonwealth-owned and leased facilities where appropriate DGS personnel are assigned.
- (3) Develop and monitor programs with affected agencies to ensure adherence to this directive in facilities where appropriate DGS personnel, such as Building Managers, are not assigned.
- (4) Direct Building Managers to notify Bureau of Facilities Management Regional Managers of the violation of policy. The Regional Manager will notify the Agency Supervisor of the violation. If the violation is not resolved within 24 hours, the Building Manager will require the device be taken home with the employee and/or removed from the building.

b. Agency Heads are responsible for:

- (1) Assigning staff responsible to ensure that employees comply with policy outlined in this directive.
- (2) Training their employees in energy conservation practices.

c. Managers/Supervisors are responsible for:

- (1) Inspecting work areas for compliance.
- (2) Visually checking appliances that have been approved by DGS or designated officials to ensure safe operation.
- (3) Reporting any defective appliance to appropriate agency officials.
- (4) Reporting unauthorized appliances to appropriate agency officials.

d. Employees are to report appliance defects such as overheating, frayed electrical cords, etc. to their supervisor.

This directive replaces, in its entirety, *Management Directive 720.5* dated January 3, 2008.