

2020

City of New York COOLING SEASON GUIDELINES

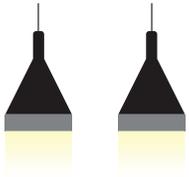
Below are standard operating guidelines that DEM releases each year. To manage operations at facilities experiencing decreased occupancy due to COVID-19, please consult 'Operation Guidelines for Facilities Experiencing Decreased Occupancy.'

The City's air-conditioning season runs from May 28 through September 23.

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

Please follow these 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. Perform filter maintenance on all window air conditioners before the start of the air conditioning season, which is critical for efficient performance.



2. Use air conditioners only when rooms are occupied and interior temperatures reach 78 degrees F.



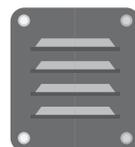
3. Maintain temperature settings on air conditioners at no lower than 78 degrees F. [Or use: LOW setting when outside air temps. are 75 – 82 degrees F; MED when outside air temps. are 83 – 90 degrees; and HIGH when outside air temps. are 91 degrees or above.]



4. Do NOT set window air conditioners in the constant-run position.



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

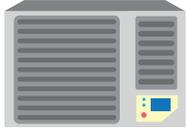


6. On extremely hot and humid days, place fresh air louvers in the "closed" position.

FOR FACILITY MANAGERS



7. Keep room doors and windows closed when air conditioning is operating. Seal gaps around window AC units to prevent air infiltration.



8. If you need to purchase room air conditioners, do so through the DCAS Division of Municipal Supply Services whenever 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:

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



1. Check all filters and clean or replace them as necessary to maintain maximum system efficiency.



2. Maintain indoor temperatures at no lower than 78 degrees F.



3. Service all units to ensure maximum efficiency of operations. Pay special attention to ductwork, which should be inspected to identify gaps and cracks and sealed accordingly to prevent pressure loss.



4. Check all control settings and time mechanisms and calibrate them PRIOR to the start of the cooling season. Pay special attention to avoid simultaneous cooling and heating conditions.



5. Use air conditioning only when the building is occupied.



6. In non-hospital settings, reduce outside make-up air.



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-saving-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.

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