

Jefferson Laboratory Energy Conservation Policy

Objective:

Assure Jefferson Laboratory compliance with all energy conservation legislation, executive orders, and programs regarding federally owned or funded facilities.

Background

The Energy Independence and Security Act of 2007, and DOE Transformational Energy Action Management (TEAM) Initiative require a minimum of 30% “energy intensity” (BTU’s / square foot) reduction throughout the agency by FY2015 end, compared to FY2003 energy intensity.

Energy conservation measures (ECM’s) emphasize building lighting, heating, cooling, ventilation control, night setback and equipment efficiency improvements which have been implemented to date. These ECM’s contribute significantly to energy intensity reduction.

This Policy is designed to maximize energy savings and still provide comfort for employees and patrons, and also allow for special needs on a temporary basis. Division Directors will ensure that the guidelines are followed and will be responsible for regulating temperatures in adjoining work areas. Facility Management will work to resolve any equipment problems identified by the division Director.

Policy

Jefferson Lab is committed to the efficient use of energy resources in all existing and future buildings. Energy management and conservation involve all employees and every employee is expected to be an “energy-saver” as well as an “energy consumer” (for example: turning out lights in unoccupied areas).

Process areas and areas not operated per normal business hours to support Accelerator and Physics operations such as Machine Control Center (MCC), counting rooms, clean rooms, experimental halls, and other similar areas shall be evaluated to determine the most energy efficient operational sequence without adversely impacting area operations, equipment, processes, and products.

To assure Jefferson Laboratory’s achievement of the above energy reduction requirements, both continued ECM identification / implementation, and building occupants’ compliance with this policy is required.

Buildings Occupancy Schedule

Normal business hours are 8:00 AM to 5:00 PM, Monday through Friday, excluding holiday and shutdown periods. Building “occupied schedule” is defined as one hour prior to through one hour following normal business hours. All other periods are defined as “unoccupied”. Space temperatures will be maintained during the occupied and unoccupied schedule as follows:

Heating

Space Temperature

During the occupied schedule, space temperatures will be maintained between 68 degrees and 70 degrees Fahrenheit. Heat generated by sunlight or office equipment may result in higher localized temperatures. Temperatures in this range should be comfortable for most occupants who are dressed appropriate to the season.

During unoccupied periods, temperatures may be allowed to drop as low as 55 degrees Fahrenheit.

Temperature readings are taken at the thermostat location. Building occupants should assure their respective thermostats are set between the above temperature limits.

Schedule Override

Special events outside the normal occupancy hours must be scheduled in consultation with Facilities Management. Notices must be received 48 hours prior to the scheduled event in order to ensure that HVAC settings set appropriately and any personnel matters can be settled in advance.

Cooling

Space Temperature

During the occupied schedule, space temperature will be maintained between 74 degrees and 76 degrees Fahrenheit. Sunlight and/or heat generated from office equipment may temporarily result in slightly higher localized temperatures. Temperature at this level should be comfortable for most occupants who are dressed appropriate to the season.

During unoccupied periods, temperatures may be allowed to rise above 76 degrees Fahrenheit.

Temperature readings are taken at the thermostat location. Building occupants should assure their respective thermostats are set to 76 degrees Fahrenheit.

Schedule Override

Special events outside the normal occupancy hours must be scheduled in consultation with Facilities Management. Notices must be received 48 hours prior to the scheduled event in order to ensure that HVAC settings set appropriately and any personnel matters can be settled in advance.

Note

To report over- or under-heating or cooling problems, please call Facilities Management & Logistics at 269-7400 or submit a work order at <http://www.ilab.org/fm/>. Response to heating and / or cooling problem calls will occur as soon as possible.

Electrical Appliances

Personal comfort and convenience appliances, including portable heaters*, refrigerators, fans, coffee makers, microwave ovens, etc. are prohibited from use by individual building occupants. Collectively, these devices contribute to significant energy consumption, fire safety concern, and potential adverse impact on the effectiveness of the automatic building temperature control systems. Facilities Management is available to provide appropriate refrigeration storage or preparation equipment for personal food items in approved common use areas.

*Electric portable heaters are prohibited except when the installed building heating system cannot maintain the above occupied heating temperature range. In this case, Facilities Management & Logistics will supply temporary, supplemental space heaters; properly sized, UL rated, equipped with safety shut off, and not to exceed 1500 watts for electrical protection.

Lighting

Occupancy sensors have been installed for the majority of office lighting and service buildings. Similar technology will continue to be used to reduce lighting energy consumption in occasionally unoccupied areas. Occupancy sensors are equipped with manual override switches. Building occupants may manually turn off lighting equipped with occupancy sensors and utilize task lighting. Individual task lighting must be equipped with fluorescent lamping to minimize energy consumption.

Time clocks or daylight sensors are used for interior and exterior light applications to reduce lighting energy consumption. Solar powered devices will be used to replace this type of equipment in the future to the greatest extent practical.

Building occupants shall turn off manually operated lights when departing areas in which no occupants remain.

Electronic Equipment / Personal Computers

Procurement of ENERGY STAR-qualified or FEMP-designated products is required when purchasing energy consuming products.

Personal computers have energy savings features built-in. The Computer Center has installed energy management software in all machines connected to the network and is collecting usage data. The software will be activated in FY10. Personnel are encouraged to leave computers on, after hours, so that security and software patches can be delivered in a manner that minimizes disruption to normal operations. Monitors will go into a hibernation mode which is also managed by the Computer Center. Personal printers connected to individual machines should be turned off before leaving for the day. Network printers have hibernation settings which are also managed by the Computer Center.

To report problems with power settings of desktops, monitors, or printers contact the helpdesk at x7155 or https://mis.jlab.org/mis/ccpr/ccpr_user/ccpr_new_user_request.cfm

Approved
Mike Dallas
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