

MEDDAC Memorandum 11-1

Army Programs

Energy Conservation

**Headquarters
U.S. Army Medical Department Activity
Fort George G. Meade
2480 Llewellyn Avenue
Fort George G. Meade, MD 20755-5800
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SUMMARY of CHANGE

MEDDAC MEMO 11-1
Energy Conservation

This is the initial publication of this memorandum.

Army Programs
Energy Conservation

FOR THE COMMANDER:

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History. This is the initial printing

of this publication.

Summary. This memorandum prescribes responsibilities and establishes policy to conserve energy at Kimbrough Ambulatory Care Center.

Applicability. This memorandum applies to Headquarters, U.S. Army Medical Department Activity, Fort George G. Meade.

Proponent. The proponent of this memorandum is the Chief, Logistics Division.

Suggested improvements. Users of this publication are invited to send comments and suggested improvements, by memorandum, directly to the Commander, U.S. Army Medical Department Activity, ATTN: MCXR-LOG, Fort George G. Meade, MD 20755-5800, or to the MEDDAC's Command Editor by fax to (301) 677-8088 or e-mail to john.schneider@na.amedd.army.mil.

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Contents (Listed by paragraph and page number)

Chapter 1

Introduction, page 1

Purpose • 1-1, page 1

References • 1-2, page 1

Explanation of abbreviations • 1-3, page 1

Responsibilities • 1-4, page 1

Chapter 2

Policy, page 2

Staff education concerning energy conservation • 2-1, page 2

Administrative use of fleet transportation • 2-2, page 2

Heating and cooling • 2-3, page 2

Water • 2-4, page 2

Electrical and lighting • 2-5, page 2

Appendix A, References, page 3

Chapter 1 Introduction

1-1. Purpose

This memorandum prescribes responsibilities and establishes policy regarding the conservation of energy by employees of Kimbrough Ambulatory Care Center.

1-2. References

Related publications are listed in appendix A.

1-3. Explanation of abbreviations

- a. AOD: administrative officer of the day
- b. MEDDAC: U.S. Army Medical Department Activity, Fort George G. Meade

1-4. Responsibilities

a. *The Chief, Logistics Division.* The Chief, Logistics Division will be the proponent for Kimbrough Ambulatory Care Center's Energy Conservation Program and, when deemed necessary, will convene ad hoc meetings to review procedures and assist in the development of plans in the event of mandatory reductions in energy consumption.

b. *The Chief, Facility Manager.* The Chief, Facility Manager will—

(1) Be the point of contact for activities in support of the partnership resulting from the installation's participation in the Energy Cost-Savings Program with Viron-Pepco.

(2) As the representative for utilities on the Safety and Environment of Care Committee, report as necessary concerning energy conservation issues that may impact on regulatory compliance.

(3) Coordinate with the facility's supporting maintenance staff to prioritize necessary repairs and modifications to enhance energy conservation efforts.

(4) Include significant energy conservation achievements in Logistics Division's section of the annual historical report.

c. *Activity supervisors.* Activity supervisors will—

(1) Monitor energy conservation practices within their respective areas of responsibility.

(2) Educate their staffs regarding energy conservation, as appropriate.

(3) Report required repairs to the maintenance staff by calling 7-8182.

(4) Recommend improvements to the Energy Conservation Program to the Chief, Logistics Division or the Facility Manager.

d. *The administrative officer of the day (AOD).* The AOD (and assistant AOD) will comply with this regulation, their duty instructions, and any special instructions issued to them by the Medical Company First Sergeant regarding the reduction of non-essential lighting in common areas during non-duty hours, to ensure fire lights are turned off at dawn, and other energy conservation measures that may arise.

Chapter 2 Policy

2-1. Staff education concerning energy conservation

Staff education concerning energy conservation procedures and recycling programs will be included in activity orientations for newcomers.

2-2. Administrative use of fleet vehicles

Administrative use of the facility's fleet vehicles will be managed to maximize efficiency.

- a. Request the proper size vehicle for the mission. Maximize pooling with other staff.
- b. Accomplish the mission in as few trips as possible.
- c. In cold weather, do not "warm up" vehicles longer than is necessary.
- d. Use air conditioning only when necessary.
- e. Do not leave vehicles idling while standing by for passengers or during lengthy loading and unloading.

2-3. Heating and cooling

- a. Temperatures during heating periods should range between 65 and 70 degrees. Dress appropriately for your work area to reduce or eliminate the use of space heaters.
- b. During cooling periods, temperatures should range between 76 and 80 degrees. Dress appropriately for your work area to reduce or eliminate the use of cooling fans.
- c. Do not open windows. This artificially alters the humidity level and temperature of your area and creates a false demand for heating or cooling which will affect all other areas served by the same air handling unit.
- d. Adjust window blinds appropriately to permit natural lighting and warming of your area. Close the blinds to prevent unwanted warming of your area.
- e. Do not block exterior doors open at any time. In addition to creating imbalances in your building's heating, ventilating and air conditioning system, it permits pests and allergens to enter the building.

2-4. Water

- a. Water temperatures will not be set higher than 120 degrees unless required for infection control purposes.
- b. Immediately report all toilet, sink, shower, water fountain, and equipment water leaks to the supporting maintenance staff.
- c. Limit lawn watering to two hours per day and rotate sprinklers as needed to maximize coverage.
- d. At no time will privately owned vehicles be washed using the facility's water sources.

2-5. Electrical and lighting

- a. Turn off all lights when not in use, to include offices, classrooms, staff break areas, conference rooms, restrooms, and storage areas. Maximize use of task lights and natural sunlight whenever possible, and reduce overhead lighting.
- b. Turn off computers, printers, scanners, adding machines, dictation equipment, copiers, televisions, and other office equipment when not in use during the day, at the end of the day, and for

the weekend.

c. Turn off personal convenience items such as cup warmers, coffee pots, serenity fountains, radios, fans, and space heaters when you are not in your office or area.

d. Defrost refrigerators on a regular basis to ensure efficient operation. Set refrigerator thermostats at the minimum level necessary for cold storage temperatures.

e. Assess medical equipment in your area and turn off equipment not in use if it will not impact on proper functioning when restarted.

Appendix A References

Section I Required Publications

This section contains no entries.

Section II Related Publications

A related publication is merely a source of additional information. The user does not have to read it in order to understand this publication.

AR 11-27
Army Energy Program

Section III Prescribed Forms

This section contains no entries.

Section II Referenced Forms

This section contains no entries.