

FORRESTAL NEWSLETTER

A quarterly newsletter from the Office of Administration for DOE employees in the Forrestal Building *Spring 2009*

Sprinkler Project Update

The General Services Administration (GSA) is completing Sprinkler Project work on the 6th Floor East. Construction on this phase will continue until the end of April. At the beginning of May, work will begin on the 5th Floor (West side). The organizations residing on the 5th and 4th Floors of the North Building will remain in place during the sprinkler installation in their respective areas. The office space previously used to house employees in space at our 950 L'Enfant Plaza building while ceiling/sprinkler work was being performed in their areas is now being used to satisfy a portion of the emerging demands for office space as a result of the American Recovery and Reinvestment Act of 2009 (Recovery Act). Rigorous safety measures are in place to ensure employee health and safety.

Contact: Eric Haukdal, 6-3777

Forrestal Building – Transition to Air Conditioning

The Facilities Operations Team has transitioned the Forrestal Building from heat to air conditioning. The Forrestal Building's heating and cooling system is more complex than a residential system which can transition from heating to cooling and vice versa by simply changing the position of a switch. As such, it usually takes a few days for the system to begin working consistently. Now that we have converted to air conditioning, if we experience unseasonably cool days, we can no longer provide heat. Thank you for your patience and understanding during this transitional period.

Contact: Clint Cleveland, 6-6944

Property Corner

Disposition of Excess Furniture/Equipment - Proper disposal of excess furniture/equipment is critical to help us meet our goal of maintaining a safe and professional work environment. To assist us in meeting our goal, employees are urged to refrain from placing excess furniture and equipment in the hallways. Instead, the organization's Administrative Officers should make arrangements with the Property Office staff to schedule removal of excess items. The following website provides specific property turn-in instructions: (www.management.energy.gov/1332.htm#Equipment_Turn_In).

In addition, the following table provides the Property Office's weekly pick-up schedule:

Mondays	South Building Floors B, G, 1, 2, & 3
Tuesdays	South Building Floors 4, 5, 6, 7, & 8
Wednesdays	Entire North Building + 950 L'Enfant
Thursdays	Entire West Building + 955 L'Enfant

Property Management - The responsibility for safeguarding government-owned equipment requires personal accountability and responsibility from the individuals that are assigned, and directly in control of, government-owned property. Each employee needs to work closely with their organization's Accountable Property Representative (APR) to make certain that all government-owned property is accounted for at all times.

Contact: Lavelle Adams, 6-7687

Travel News

The Transportation Security Administration (TSA) has implemented a new requirement referred to as the Secure Flight Program. Under Secure Flight Program, airlines will gather a passenger's full name, date of birth, and gender when making an airline reservation to determine if the passenger is a match to the No Fly or Selectee lists. By providing the additional data elements of gender and date of birth, Secure Flight will more effectively help prevent misidentification of passengers who have similar names to individuals on the watch list. Therefore, Department of Energy's Travel Management Centers, i.e. ADTRAV, will be requiring all travelers to provide this information in their travel profiles.

Contact: Julie Squires, 6-4048

Solar Array Update

Our 205 Kilowatt Roof-top Solar Array continues to generate electricity for the Forrestal Building. Since its installation on September 9, 2008, the array has generated over 86 Megawatt hours electricity, and we expect that total to grow to around 200 MWh by the end of its first year.

Contact: Eric Haukdal, 6-3777

Safety First

Electrical Safety - Take a moment to check your office for electrical hazards. In particular, watch for overloaded circuits because too many cords plugged into a socket can start a fire. When selecting electrical equipment for your office, make sure that equipment is approved by a company such as Underwriters Laboratory (UL). Make sure all electrical cords are in good working condition. All frayed or broken cords should be replaced immediately. Similar to outlets, it is important to limit the number of things plugged in to the same cord to avoid cords that are “daisy-chained” together. **Do not** run electrical cords through doorways, across walkways, or under carpets. Make sure that heat producing appliances such as microwaves, refrigerators, and heaters are UL Listed, have a three-pronged plug, and are plugged directly into an electrical outlet. Heat-producing appliances pose a serious fire risk to building occupants if not used properly and not turned off after use. Please work with your Administrative Officer to report any electrical problems encountered. Taking these small steps can reduce the fire hazard for you as well as for the rest of the building occupants.

Contact: Cherylynn Williams, 6-1005

MA-40 Customer Service Handbook

The Office of Administration (MA-40) has published a Customer Service Handbook which identifies MA-40 services and standard levels of services, as well as points of contact for requesting services. Please submit your request for copies to the MA-40 Customer Service mailbox at MA-40CustomerService@hq.doe.gov.

Contact: Gerri Bullock, 6-4459

New Food Service Coming to DOE Headquarters

A new food service contract has been awarded for both the Forrestal and Germantown buildings. I. L. Creations, Inc. will begin operations at Forrestal on Monday, May 11, and in Germantown in September 2009. As a result of the required transition, the Forrestal cafeteria will be closed for construction from May 11 through May 29. The new cafeteria “Grand Opening” will take place the week of June 1. In addition to new breakfast and lunch menus, units of Dunkin Donuts and Subway will also be coming to our Forrestal and Germantown facilities. More information on additional food service upgrades will be forthcoming. Please feel free to provide feedback on this service to the Office of Administration’s Customer Service Mailbox at: MA-40CustomerService@hq.doe.gov.

Contact: Gerri Bullock, 6-4459

Energy Saving Hints

Spring and Summer Easy Low-Cost and No-Cost Tips to Save Energy:

- For air conditioners, look for a high Seasonal Energy Efficiency Ratio (SEER). The current minimum is 13 SEER for central air conditioners.
- Set your thermostat as high as comfortably possible in the summer. The smaller the difference between the indoor and outdoor temperatures, the lower your overall cooling bill will be.
- Avoid setting your thermostat at a colder setting than normal when you turn on your air conditioner. It will not cool your home any faster and could result in excessive cooling and unnecessary expense.
- Keep your house warmer than normal when you are away, and lower the thermostat setting to 78°F (26°C) only when you are at home and need cooling. A [programmable thermostat](#) can make it easy to set back your temperature.

Year Round Tips

- Look for the ENERGY STAR label on home appliances and products. ENERGY STAR products meet strict efficiency guidelines set by the U.S. Department of Energy and the Environmental Protection Agency.
- Air dry dishes instead of using your dishwasher's drying cycle.
- Turn off your computer and monitor when not in use.
- Plug home electronics, such as TVs and DVD players, into power strips; turn the power strips off when the equipment is not in use (TVs and DVDs in standby mode still use several watts of power).
- Lower the thermostat on your hot water heater to 120°F.
- Take short showers instead of baths.
- Wash only full loads of dishes and clothes.
- Drive sensibly. Aggressive driving (speeding, rapid acceleration and braking) wastes gasoline.
- Turning off the lights before leaving the office each day is one of the most basic energy savers.

Visit <http://www.energysavers.gov/> for more energy saving ideas.