



DEPARTMENT OF THE AIR FORCE
20th FIGHTER WING (ACC)
SHAW AIR FORCE BASE, SOUTH CAROLINA

MAY 17 2013

MEMORANDUM FOR ALL SHAW AFB & TENANTS

FROM: 20 FW/CC
517 Lance Ave Suite 128
Shaw AFB SC 29152-5041

SUBJECT: Shaw AFB Energy Management Policy

1. The provision and use of energy and water resources are critical to this installation's ability to accomplish its' mission and they come at both a financial and an environmental impact cost. Sustaining the infrastructure and optimizing the use of these assets directly contributes to the mission. For this reason, the 20 FW is committed to energy and water conservation. The Air Force's mission – to fly, fight, and win...in air, space and cyberspace – entails operations that require tremendous amounts of energy. The Vision for the Air Force Energy Plan – “Make Energy a Consideration in All We Do” – highlights that energy is central to all of the interdependent functional aspects of the Air Force's mission execution.
2. Shaw AFB Installation personnel individually shall:
 - a. Act responsibly by turning off all unnecessary lights and equipment. Turn off lights when leaving a room unoccupied and turn off all monitors, printers, copiers, scanners, facsimile machines and other office equipment at the end of the duty day. Minimize refrigerators, coffee makers and microwaves by consolidating with fellow personnel and offices.
 - b. Keep personal computers powered on as IT requirements dictate. Modern computer programs allow the CPU to enter a “sleep mode” reducing the wattage to minimal levels.
 - c. Request permission to use space heaters when workspace temperatures fall outside the parameters set in Table 1 of paragraph 3.c through CE Customer Service. A facility evaluation will be accomplished to determine why a space heater is required.
3. Shaw AFB personnel corporately shall:
 - a. Help minimize utility costs by reducing energy consumption 3% annually and water consumption by 2% annually to obtain USAF reduction goals.
 - b. Properly maintain HVAC and domestic hot water equipment. Facility managers shall change or clean air filters on a monthly basis in buildings for which they are responsible to maintain. Ensure facility hot water heaters are at or below 120 degrees F.
 - c. Maintain facility temperature settings in accordance with Table 1. Climate settings for Direct Digital Control (DDC) buildings will be maintained according to these criteria. Buildings and areas not controlled by DDC shall independently maintain HVAC systems to meet these criteria. Programmable thermostats shall not be modified or tampered with unless authorized by CE.

Global Power For America

TABLE 1		
Heating Season (maximum settings)	Administrative Spaces	Occupied: 69 degrees F Unoccupied: 55 degrees F
	Shop Spaces	Occupied: 65 degrees F Unoccupied: 55 degrees F
	Warehouse Spaces	60 degrees F
Cooling Season (minimum settings)	Administrative Spaces	Occupied: 76 degrees F Unoccupied: 84 degrees F
	Shop Spaces (when authorized)*	Occupied: 76 degrees F Unoccupied: 84 degrees F
	Warehouse Spaces	Not cooled unless required for proper storage of perishables

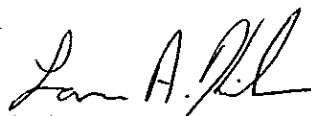
*Ref: UFC 3-410-01FA

NOTES:

- Communication Data Centers (CDC): CDC's with HVAC systems older than 2010 or a mixture of older/newer than 2010, shall have set points between 76 – 80 degrees; CDC's with HVAC systems newer than 2010 shall have set points of 80 degrees or higher.
- Unoccupied times apply to night and weekend periods when personnel are not required to be present.

d. Maintain proper building envelope. Facility Managers shall notify CE of cracks and gaps around windows and doors to ensure they are properly weather-stripped or repaired. Open doors and windows can create an imbalance in HVAC systems causing them to run unnecessarily. Minimize hangar door open times during heating season. Vestibule doors should remain closed and not propped open.

4. Team Shaw must work together in implementing the attached energy conservation mandates and making energy conservation a part of our daily tasks in completing our mission. This policy applies to all members of the 20 FW and Shaw AFB tenants and remains in effect for my successors until rescinded. It shall be communicated to all employees. My point of contact for this policy is Mr. Karim Y. Manji, 20 Civil Engineer Squadron, 895-9600.


 CLAY W. HALL, Colonel, USAF
 Fol Commander