



PA TURNPIKE COMMISSION POLICY

This is a statement of official Pennsylvania Turnpike Policy

NUMBER: 5.09

APPROVAL DATE: 09-21-2010

EFFECTIVE DATE: 10-07-2010

REVISED DATE: 00-00-0000

POLICY SUBJECT:

Energy Conservation and Electrical Devices in Commission Owned Buildings

RESPONSIBLE DEPARTMENT:

Facilities and Energy Management Operations

A. PURPOSE:

To conserve energy and provide improved fire/life safety in all Commission owned facilities. This policy applies to new or replaced appliances and takes effect 15 days after the effective date.

B. SCOPE:

This directive applies to all Pennsylvania Turnpike Commission employees, including full-time, temporary, supplemental and summer as well as independent contractors working in Commission owned facilities.

C. GENERAL POLICY:

To improve energy efficiency of Commission owned facilities, ENERGY STAR requirements of Commission provided electrical devices must be met. ENERGY STAR is the national symbol for energy efficiency in America and is in partnership with the US Environmental Protection Agency and the Department of Energy in order to improve energy performance and greatly reduce energy usage and greenhouse gas emissions.

- a. Those Commission provided electrical devices, which include dehumidifiers, room air conditioners, refrigerators and water coolers, in Commission owned facilities must be ENERGY STAR qualified models.
- b. Qualified product lists for the specified appliances can be found at www.energystar.gov, under the "Products" tab. Qualified products may also be recognized by the ENERGY STAR mark, which may appear on the appliance, packaging or Energy Guide label.

Employees, visitors, and other occupants of the Commission owned facilities may not use Restricted Electrical Devices as defined in Section D(c), unless approved by Facilities and Energy Management Operations. The Commission reserves the right to immediately have removed any appliances that are deemed by the Commission Facilities and Energy Management Operations Department, to be dangerous or unfit for use.

Non-Commission provided electrical devices not listed in Section 3.c. may be used in Commission owned and leased facilities with the approval of the department head or supervisor in charge of the area. These approved devices include:

- a. radios, lamps, clocks, microwaves, refrigerators;
- b. those approved by Human Resource as accommodations for disabilities; and
- c. those required by medical necessity supported by physician's documentation and approved by Human Resources.

Every effort shall be made to limit the use of these electrical devices. All approved appliances, with the exception of those that must run continuously, shall be turned off when not in use. The number of approved appliances in agency offices should be limited to centralized locations for shared use.

Lighting:

Every effort shall be made to reduce the usage of electric lighting in all Commission facilities. Employees should maximize the usage of natural light by turning off all nonessential lighting.

Where possible and appropriate, all Commission facilities will install in either new by constructed areas or retrofit in existing areas, lighting products that are technologically superior in energy saving efficiency.

The usage of incandescent lighting shall be discontinued wherever ENERGY STAR qualified compact fluorescent light bulbs can be used. At no time should both types of lighting be used simultaneously in the same fixture.

The removal and/or replacement of permanent fixture lamps shall be authorized by Facilities and Energy Management Managers or designated Commission official.

Office Equipment. All powered office equipment shall be turned off when not in use, unless it is detrimental to the operation of the equipment or agency to do so. Items such as copiers, computers, calculators, paper shredders, etc., should be turned off at the end of the work day, and in particular, during the weekend and/or holiday periods.

Interior Environment. In all Commission owned facilities thermostats should be set at 67 degrees in the winter and 75 degrees in the summer. This excludes areas that currently are not heated or cooled and areas with unique environmental needs as approved by the Facilities and Energy Management Operations department.

RESPONBILITIES

- a. The Facilities and Energy Management Operations will:

- (1) Authorize Commission Building/Facility Managers to measure compliance within each facility in cooperation with the appropriate department head.

D. DEFINITIONS:

For the purpose of this policy, the following definitions apply:

Non-Commission Provided Electrical Device. Equipment or appliance not owned or provided by the Commission, which requires alternating current (AC) electricity.

Commission Provided Electrical Device. Equipment or appliance owned or provided by the Commission, which requires alternating current (AC) electricity.

Restricted Electrical Devices. The use of the following devices are specifically prohibited within Commission facilities unless approved in writing by the Manager of Facilities and Energy Management Operations or designated Commission official.

- (1) Cooking Appliances, including, but not limited to:
 - a) Coffee makers
 - b) Microwave ovens
 - c) Toasters
 - d) Toaster ovens
 - e) Grills
 - f) Popcorn makers
- (2) Hair Dryers
- (3) Curling Irons
- (4) Non-Commission provided space heaters
- (5) Water Coolers
- (6) Refrigerators
- (7) Dehumidifiers
- (8) Room Air Conditioners

E. PROCEDURES:

a. The Facilities and Energy Management Operations will:

- (1) Authorize Commission managers to measure compliance within each facility in cooperation with the building's occupants. The Building/Facility Manager will have the authority to enforce energy conservation measures.

- (2) Review and approve all requests to utilize non-Commission provided electrical powered devices in Commission owned facilities.
 - (3) Develop and monitor programs with affected departments to ensure adherence to this policy in facilities where Commission Building/Facility Managers are not assigned.
 - (4) Notify Building/Facility Managers of policy violations. The Manager will notify the Supervisor in the affected area or non-compliant area) of the violation. If the violation is not resolved within 24 hours, the Building Manager will require the device to be removed from the building.
- b. Department Heads are responsible for:
- (1) Assigning staff responsible to ensure that employees comply with policy outlined in this policy.
 - (2) Training their employees in energy conservation practices. Facilities and Energy Management Operations will provide a best practices overview to Department heads who can share with their staff.
- c. Managers/Supervisors are responsible for:
- (1) Inspecting work areas for compliance.
 - (2) Visually checking appliances that have been approved by the Commission or designated officials to ensure compliance for safe operations.
 - (3) Reporting any defective on non-compliant electrical devices to the Department Head or Facilities and Energy Management Operations.
 - (4) Reporting unauthorized electrical devices to the Facilities and Energy Management Operations Department.
- d. Employees are responsible for reporting electrical device defects such as overheating, frayed electrical cords, etc., to their supervisor.

This Policy Letter supersedes all previous Policy Letters on this subject.