

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 8.62	PAGE NUMBER 1 of 3
	RELATED ACA STANDARDS:	
CHAPTER: 8 Administration	SUBJECT: ENERGY CONSERVATION	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:		
 6/29/15		
APPROVED FOR PUBLIC RELEASE		

- I. **AUTHORITY:** 11 Del. C. §6516, § 6517, § 6533 - 6539; 29 Del. C. §8902, § 8903, § 8911; Executive Order Number 18
- II. **PURPOSE:** To establish the policy of the Department regarding energy conservation.
- III. **APPLICABILITY:** All Department employees, volunteers and persons or organizations conducting business with the Department as well offenders under the supervision of the Department.
- IV. **DEFINITIONS:** None
- V. **POLICY:** It is the policy of the Department to administer appropriate energy controls in all department-owned and leased facilities that do not adversely impact health or safety of building occupants. These controls are intended to conserve energy and reduce operating costs.
- VI. **PROCEDURES: Temperature Control**
 When building heat is required, systems should be operated so that indoor temperatures do not exceed 68-70 degrees during normal hours of operation. However, lobby, corridor and restroom areas shall be maintained at a temperature of 65-67 degrees and building entrances and storage areas at a temperature of 60-62 degrees. Unoccupied buildings and buildings during non-business hours shall be maintained at a temperature of 55 degrees. Cooling systems should not be used to meet any of the above heating season temperatures.

 When building cooling is required, systems should be operated so that indoor temperatures are maintained at 75-78 degrees during normal hours of operation. However, lobby, corridor, restroom, building entrances and storage areas shall be maintained at a temperature of 78-80 degrees. Unoccupied buildings and buildings during non-business hours shall be maintained at a temperature no higher then is required to maintain the integrity and operation of the facility and its systems. 24 hour facilities, institutions and health care delivery areas are exempt from these temperature controls to the extent following these measures threatens life, health or safety. However, when

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possible, the temperature controls are applicable to the administrative areas of such buildings. Any buildings, rooms or equipment that require precise climate controlled conditions to properly operate are also exempt from the above temperature controls.

Electrical Consumption

During normal hours of operations, or on-going in the case of 24-hour operations, the following protocols apply:

- All lighting in unoccupied offices, living space, conference rooms, storerooms or other applicable Department-owned or leased space shall be turned off.
- All lighting in common areas shall be reduced to levels that maintain adequate safety.
- All computers shall utilize power management tools in accordance with Department of Technology and Information (DTI) guidelines.
- Blinds shall be closed during cooling season, and opened during heating season.
- All efforts shall be made to reduce printing and photocopying of documents. This includes, duplex printing as the default for network printers; use of scanning technologies to duplicate documents electronically for filing and/or dissemination; and/or use of shared network drives for sharing of documents/files.
- Personal refrigerators, space heaters, or other personal use appliances are prohibited from use in Department-owned or leased facilities. Fans, due to low energy usage, are permissible with approval of the budget unit manager and/or facility administrator.

During non-business hours of operations, including the administrative areas or 24-hour operations, the following protocols apply:

- All lighting shall be turned off, or at least limited to minimum safety requirements.
- All energy consuming equipment including, but not limited to computers, photocopiers, etc. shall be turned off or set to enter an energy savings mode at the end of the work day.

Clean, Renewable Energy and Environmental Responsibility

The Department shall work in cooperation with the Office of Management and Budget (OMB) and the Departments of Natural Resources and Environmental Control (DNREC), Technology and Information (DTI) and Health and Social Services (DHSS) as needed to:

- maximize the use of local distributed renewable energy generation or other clean energy solutions.

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- integrate the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) practices into all new construction, renovation and the operation of state facilities.
- increase all recycling efforts and maximize diversion of waste from landfills.
- reduce energy consumption and air pollution, particularly ground level ozone, resulting from State fleet usage.
- the use of environmentally preferable products and services.

Each Bureau shall maintain a procedure by which its employees may request an exemption to the above protocols, due to health or safety considerations. Such written requests must first be reviewed and approved by the budget unit manager and/or facility administrator and then be forwarded to the respective Bureau Chief for final approval.

Each budget unit manager and/or facility administrator will have the responsibility of ensuring that the above protocols are being followed.

