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M E M O R A N D U M

TO: Agency Heads
FROM: Edna Wells Handy
DATE: October 3, 2012
SUBJECT: Heating Season Guidelines

As the weather cools, Department of Citywide Administrative Services (DCAS) would like to remind agencies to control costs by closely following City heating season guidelines. Please distribute these guidelines, a copy of which is attached, throughout your agency, and especially to your facility managers. Feel free to print and post the guidelines where your staff will see them. DCAS will provide color copies as requested. Close adherence to the heating guidelines throughout the cold season will ensure that heating costs are kept at a minimum, which is an especially important consideration during this time of fiscal constraint and budget cuts.

Under PlaNYC, Mayor Bloomberg made a commitment that City agencies would lead by example in reducing energy use and greenhouse gas emissions. A major part of that effort is operating City buildings more efficiently. Closely following the City's heating guidelines is a no-cost strategy that will help building operators achieve energy reduction targets for their facilities. Please encourage your Agency Energy Team Lead and Energy Liaison Officer (ELO) to visit the DCAS Energy Management (DEM) website at www.nyc.gov/energy-conservation for additional energy management resources, training opportunities, and energy conservation case studies.

NYC Heating Season Guidelines are to be implemented in accordance with Health and Building Codes, which contain provisions for temperatures in special settings such as hospitals, schools or day-care centers. Please direct any questions about the heating guidelines to Sergey Shabalin at (212) 669-8715 or sshabalin@dcas.nyc.gov.

Fall is also the time for testing all facilities that have interruptible gas accounts in order to verify their readiness to switch boilers to fuel oil when required. Energy Liaison Officers of agencies that have such accounts have received separate information on this subject.

c: Cas Holloway, Deputy Mayor for Operations
Mark Page, Director, Office of Management and Budget
Russell Ann Nobles, DCAS General Counsel
Agency Energy Team Leads and ELOs