

ENERGY MANAGEMENT

SUMMARY

Departments must enforce the County's policy in the area of energy management. This procedure lists recommended temperature settings, prohibitions, and where to obtain technical assistance in order to implement energy conservation policy.

PROCEDURE

1. The following are recommended settings for all County occupied facilities. Special requirements should be discussed with the Facilities and Utilities Management Division, Internal Services Department. The settings of temperature will vary by type of space and requirements for specific environmental controls such as Library, Museums, Computer Rooms, Hospital Environments, Conference Rooms, Courtrooms, and other specific applications. The capability of existing building controls and their ability to maintain proper humidity and carbon dioxide levels per the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) standards must be considered when setting temperatures. While not binding, OSHA recommends office temperatures to be set between 68 to 76 degrees. Recommended settings are as follows.
 - a. Temperature:
 - i. Cooling Mode 76°F temperature setting
 - ii. Heating Mode 68°F temperature setting
 - b. Humidity:
 - i. 40 - 60% relative humidity
 - c. Hot Water:
 - i. 105°F without dishwasher
 - ii. 140°F with dishwasher
2. Electrical equipment should be turned off when not in use unless otherwise recommended by the manufacturer or maintenance personnel.
3. Computers should be turned off nightly or placed in the "Power IT Down" program administered by the Information Technology Department (ITD) on a department-wide basis.
4. Printers should be networked for sharing within a group or a section.
5. Copiers should be shared and large printing projects sent to the ISD Print Shop. Whenever possible, print to PDF should be used.
6. Lights in unoccupied rooms or offices should be turned off except for necessary security and safety lighting. Conference rooms and kitchen areas should have occupancy sensors installed to control lights.
7. Task lighting needs to be shut down when not in use or when not needed.
8. All FPL electrical invoices must be processed through the Miami-Dade Utility Bill Management System (UBMS). Each Department must assign someone to review energy audit alerts produced by the UBMS. Each audit alert should be reviewed, commented on, and cleared (either as Fixed or Ignored) within a 60-day period. Contact the ISD Energy Management Analyst for assistance on eCAP SOP.
9. Common audits and how to address them
 - Use per day is greater than the highest use/day of any bill for this meter in the last 12 months.; Current use/day: x.xx KWH; Comparison use/day: y.yy KWH; Variance: xx.x%; Meter: 000000000
 - Use per day is greater than the same month last year; Current use/day: xx.xx KWH; Comparison use/day: y.yy KWH; Variance: xxx.x%; Meter: 000000000

- Billed demand greater than the highest billed demand during the past 12 months; Current billed demand: xx.xx KW; Comparison billed demand: yy.yy KW; Variance: xx.x%; Meter: 000000000

Staff should determine source of excess usage. If usage is due to new activities, or corrections have been made, please note in ECAP.

SAFETY

1. Connecting a series of surge suppressors or extension cords in a linear fashion, known as “daisy-chaining”, is strictly prohibited. Refer to ISD, Procedure for Tenant Personal Electrical Appliances and Equipment.
2. Portable, unvented, fuel burning space heaters are prohibited in all County buildings. The use of portable electrical space heaters is prohibited except where exempted by the building manager. Exemptions may be provided for reasonable accommodations, broken equipment or controls, and other limited circumstances. Exemptions are normally temporary in nature.
3. Call the Facilities and Utilities Management Division for technical assistance, implementing existing County standards, maintenance, and repair services.
4. Contact Design and Construction Services via the Intranet Service Ticket Desk at <http://intra8.miamidade.gov/APPS/ISD/DCSWOONLINE/servreqSql> for design and implementation of heating, air conditioning, ventilation, lighting, insulation, new purchases or energy-related items, and new construction.

CONTACT(S):

Department/Division

Internal Services Department (ISD), Facilities and Utilities Management Division
Internal Services Department, Design and Construction Services Division

REFERENCE DOCUMENT(S):

Administrative Order 11-3: Life Cycle Costing Procedure Comprehensive Energy Management Program, Resolution R-1379-77 Comprehensive Emergency Energy Plan Energy Efficiency Code for Building Construction Property Management Instructions Miami-Dade County, Fire Prevention and Safety Code, Chapter 37
eCAP Software Overview SOP
Internal Services Department Procedure for Tenant Personal Electrical Appliances and Equipment