



# TENANT DIRECTIVE

BWI: 700.3  
DATE: November 2, 1994  
DISTRIBUTION: D

TITLE: ENERGY CONSERVATION

## I. REFERENCES

- A. State of Maryland, Governor's Executive Order 01.01.1979.04, issued April 20, 1979.
- B. This Directive supersedes BWI Tenant Directive 700.3 dated June 3, 1994.

## II. DIRECTIVE STATEMENT

The Governor's Executive Order requires that:

For purposes of space cooling, thermostats be maintained at no less than 80°F in working areas and no less than 5°F warmer where separate settings are practicable in non-working areas during periods when a building is not in ordinary use; i.e., nights, weekends, holidays, etc.

For purposes of space heating, thermostats be maintained at no more than 65°F in working areas and that thermostats, where separate settings are practicable, be set back at least 5°F when a building is not in ordinary use; i.e., nights, weekends, holidays, etc.

All street lighting not essential for public safety on public parking lots and along roadways shall be turned off.

Any person violating the Executive Order is subject to a civil penalty not to exceed \$1,000 for each violation.

Denotes additions/changes since the last revision.

III. PROCEDURES

A. Main Terminal

1. Heating and Cooling:

- a. The BWI Terminal Building is heated and cooled by a centralized system and is exempt from state regulations for strict compliance with the 80°F cooling and 65°F heating requirements. During the cooling season, the temperature will be maintained at 75°F with a relative humidity of 50-60%. For heating, a temperature of 70°F with a relative humidity of 30-50% will be maintained.
- b. All thermostats throughout the Terminal have been calibrated for an accuracy of + or -2°F and will be locked at the desired cooling or heating temperature. Individuals are prohibited by State regulations from tampering with the thermostats. It is the responsibility of tenant managers to ensure that thermostats in "exclusive use" areas of the Terminal are not tampered with by employees under their jurisdiction.
- c. Use of fans in the summer and portable heaters, electric, oil fired or other, in winter are prohibited in the Terminal unless specifically authorized by the Administration.

2. Domestic Hot Water:

The BWI Terminal utilizes a centralized domestic hot water system which uses heat as a by-product of the central heating system. The minimum temperature of the hot water system is determined by sanitation requirements (120°F for wash water temperature and at least 180°F for sanitization) in food service areas.

B. Other Buildings:

1. Heating and Cooling

- a. Thermostats will be set by the Maryland Aviation Administration maintenance personnel to maintain a cooling level of 75°F and a heating level of 70°F in those

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buildings used by State employees.

- b. Tenants in areas leased from the Administration are responsible for compliance with the maintenance of thermostats at 75°F during the cooling season and 70°F during the heating season.
- c. Use of fans in the summer and portable heaters, electric, oil fired or other, in winter is prohibited in all buildings at BWI Airport, unless the use of such devices has been specifically authorized by the Administration.

2. Domestic Hot Water:

The Administration has set the domestic hot water heaters of all buildings for which the Administration has maintenance responsibility at 120°F unless a higher temperature is required for food service requirements.

C. Electrical Energy:

1. Occupants of all buildings are asked to turn-off electric lights, equipment, or other devices when no longer needed. A reduction of lighting during the cooling season will prevent a build-up of heat in closed areas and reduce energy costs. Terminal escalators will be turned off on a selective basis during slack hours.
2. Installation of battery chargers, power connections for service of aircraft, ground support equipment, or auxiliary lighting, or any other electrical service is prohibited without written consent of the Administration. Such installations will be metered to determine appropriate surcharges to the user.

D. Service Requirements:

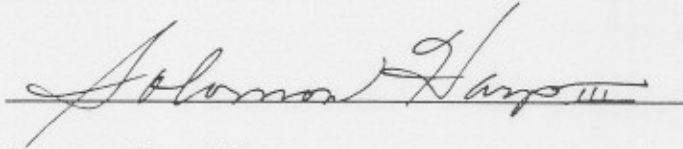
Maryland Aviation Administration maintenance personnel will respond to heating or cooling complaints in the Terminal or other buildings on BWI only when room temperatures vary more than + or -2°F of the required settings. Heating and cooling problems should be reported to the BWI Operations Center at 859-7018/7019.

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A handwritten signature in cursive script, reading "Solomon Harp III", is written over a horizontal line.

Solomon Harp III  
Director of Operations  
BWI Airport

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