

EL DORADO COUNTY FIRE PROTECTION DISTRICT
STANDARD OPERATING GUIDELINE

ARTICLE 4: ROUTINE PROCEDURES

EFFECTIVE DATE: 04-01-1993

SECTION 15: ENVIRONMENTAL CONTROL

REVISED: 03-24-2018

4.15.1 **PURPOSE:** To establish a policy by which the District can control costs related to the heating, cooling, and lighting of district facilities.

4.15.2 **PROCEDURE:**

4.15.2.1 Heating:

During heating months, thermostats on central heating/cooling units shall be set no higher than 68 degrees F. Use of space heaters shall be limited to the period of time that the area being heated is in use.

All facility areas not normally in use shall have heating ducts closed and/or space heaters shut off and doors to those areas shall remain closed.

Apparatus room thermostats shall be set no higher than 50 degrees F.

4.15.2.2 Cooling:

During cooling months, thermostats on central heating/cooling units shall be set no lower than 75 degrees F. Use of room air conditioners and/or fans shall be limited to the period of time that the area being cooled is in use.

All areas not normally in use shall have cooling ducts and/or room air conditioners and/or fans shut off and doors to those areas shall remain closed.

4.15.2.3 Lighting:

All lights in areas that will not be in use for more than five (5) minutes shall be turned off.

Fluorescent light fixtures shall have no more than two (2) tubes per fixture.

All other electrical appliances, excluding telecommunication equipment, shall remain off when not in use.

4.15.2.4 General:

When heating or cooling equipment is in use at a facility, all openings to the outside shall remain closed.

All return air filters shall be checked monthly and replaced through maintenance as needed.