NYC Cooling Season Guidelines 2012

The City's 2012 air-conditioning season runs from May 26 through September 24. Usage before May 26 or after September 24 may result in an electrical demand charge for which funding has not been budgeted. The following guidelines have been established for the use and maintenance of air-conditioning systems in City buildings.

Window Air-Conditioners

1. Filter maintenance on all window air-conditioners is critical to the efficient performance of the air-conditioner, and should be performed prior to the start of the air-conditioning season.
2. Air conditioners shall be used only when rooms are occupied and when interior temperatures reach 78 degrees F.
3. Maintain temperature settings on air-conditioners at no lower than 78 degrees F.
   [Or use these settings: *LOW for OutsideAir temp 75°-- 82°; MED for OAtemp 83°-- 90°; and HIGH for OAtemp above 91°*.]
4. Window air-conditioners should NOT be set on the constant run position.
5. On extremely hot days, fresh air louvers should be in the "closed" position.
6. Keep room doors and windows closed when air-conditioning is operating.
7. If room air-conditioners are to be purchased, it should be done through the DCAS Division of Municipal Supply Services whenever possible. These units are Energy-Star rated or equivalent, as required by law. Purchase the unit with the highest energy efficiency ratio (EER) available.

Central Air-Conditioning

1. All filters should be cleaned or replaced as frequently as required to maintain maximum system efficiency.
2. Indoor temperatures should be maintained at no lower than 78 degrees F.
3. All units should be serviced to insure maximum efficiency of operation. Special attention should be given to belt drives, controls and refrigerants.
4. All control settings and time mechanisms should be checked and calibrated PRIOR to the start of the cooling season.
5. Air-conditioning should be used only when the building is occupied.
6. In non-hospital settings, outside make-up air should be reduced.

Other Ways to Save Energy

1. Turn off overhead lights in areas where daylight is sufficient or desk lighting is available.
2. At night, turn off lights not required for security.
3. Turn off computers, copiers and other electric equipment when they are not being used.
4. Remove anything that blocks air outlets of air conditioners, to maximize air circulation.
5. Keep window shades and blinds lowered and closed to reduce the heat and sun load at every window.

Contact DCAS Energy Management at energy@dcas.nyc.gov with any questions or visit our website at www.nyc.gov/energy-conservation