



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
PSC BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-8003

AirStaO 11300.4M
LEU (FAC)

05 SEP 2000

AIR STATION ORDER 11300.4M

From: Commanding General, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: ENERGY CONSERVATION PROGRAM

Ref: (a) Executive Order ¹³¹²³~~12902~~ (NOTAL)-
(b) OPNAVINST 4100.5D (NOTAL)
(c) MCO 11000.9C (NOTAL)

Encl: (1) Energy Conservation Practices
(2) Objectives and Goals of the Energy Conservation Program
(3) MCAS 11300/10 (REV 2-82) Energy Conservation Checklist
(4) Energy Conservation Report

Report Required: Energy Usage Report, par. 8.a.(6) Energy Conservation Report (Report Control Symbol ASO 11300.4, Enclosure 4), par. 9.b.(5)

1. Purpose. To establish policy and implement operating procedures for the MCAS, Cherry Point Energy Conservation Program as directed by the references.

2. Cancellation. AirStaO 11300.4L.

3. Background. MCAS, Cherry Point fully supports and will actively implement the energy reduction goals and policies established by higher authority. Energy costs have increased annually and are expected to do so in the future. The Energy Conservation Program also offers the Air Station an opportunity to help meet today's fiscal challenges. Therefore, an active, aggressive, and dedicated Energy Conservation Program is essential to ensure continued readiness. Significant energy reductions can be made through resourceful application of conservation measures, without adversely affecting operational readiness or the health and welfare of our service members and their families. Enclosure (1) provides guidance on energy conservation practices. Leadership, command interest, initiative, supervision, knowledge, and discipline are keys to attaining the goals of the Energy Conservation Program. All MCAS, Cherry Point and tenant

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organizations will meet and strive to exceed energy reduction goals established by higher authority and directed by HQMC through timely development and initiation of more efficient methods of energy use. MCAS, Cherry Point's energy reduction goals, in support of references (a) and (b), will be measured at the activity level. The goal accomplishments will be measured against the FY 1985 adjusted base line figure. General objectives established by this program and specific goals to be met by MCAS, Cherry Point are addressed in enclosure (2).

4. Action

a. 'Commanding Officers and Department Heads will:

(1) take appropriate action to conserve water and energy in accordance with the guidelines contained in references (b) and (c) and enclosure (1).

(2) appoint Energy Conservation Officers.

(3) appoint Energy Conservation Monitors.

b. Energy Conservation Officers will report semiannually to the Director of Facilities.

c. Energy Conservation Monitors will check assigned spaces for compliance with conservation measures.

d. Station Energy Manager will:

(1) report quarterly to Utility Conservation Appraisal Board (UCAB) on energy usage.

(2) maintain an energy hot line (extension 4703).

e. UCAB will:

(1) meet quarterly.

(2) publish minutes.

f. The Housing Officer will ensure every effort is made to keep housing water and energy usage to a minimum in accordance with Marine Corps goals.

5. Utility Conservation and Appraisal Board(UCAB) . The UCAB was established in accordance with reference (b).

a. Membership. Membership of the UCAB shall consist of:

- (1) Chairman Director of Facilities
- (2) Vice Chairman Station Energy Manager (SEM)
- (3) Voting Members Assistant Chief of Staff, G-4, 2d MAW
Assistant Chief of Staff, G-3, 2d MAW
Comptroller
Director, Marine Corps Community Services
Director of Operations
Director of Supply
Executive Officer, Naval Aviation Depot
Executive Officer, Naval Hospital
Facilities Engineering Officer
Facilities Maintenance Officer
Housing Officer
Security Officer
Station Inspector
Wing Inspector
- (4) Advisors Facilities Development Officer
Motor Transport Officer (Station)
Motor Transport Officer (2nd MAW)
Station Recycling Manager
Utilities Director (Station)

b. Duties. Duties of the UCAB include:

(1) Direct the publicizing of energy goals and progress toward these goals.

(2) Direct the auditing of energy use. Determine how, where, and by whom energy is used.

(3) Assign responsibility for energy resource management.

(4) Conduct reviews of unmetered utilities services to verify or adjust consumption estimates. Where meters to measure utility charges are not feasible, the UCAB will establish estimated equitable

monthly consumption quantities. Every three years the UCAB shall review the estimated quantities for reasonableness. Anticipated changes due to change in occupancy or usage will warrant a special review.

(5) Establish and maintain an active Energy Conservation Program.

(6) Apply priority emphasis to utilities systems maintenance to conserve energy.

(7) Closely monitor the long-range Utilities and Energy Plan with particular emphasis on projected future energy requirements.

(8) Review and evaluate existing utility contracts.

c. Meetings. The UCAB will meet quarterly. A record of the meeting will be furnished to each member and the Commanding General. Minutes of the meeting will be recorded and retained for two years.

d. Attendees. Attendance will be by members as published in this Order. The Board Chairman should be notified by letter when delegation of duties or attendance will be assumed by someone else at that meeting.

6. Station Energy Manager (SEM)

a. Location. The SEM is on the staff of the Facilities Engineering Department (extension 4703).

b. Duties. The SEM will serve as the vice chairman for the UCAB and will be responsible for the day-to-day coordination of the Energy Conservation Program. The SEM will:

(1) Promote the exchange of ideas and knowledge on energy management and conservation, and encourage energy saving practices.

(2) Maintain an energy "Hot Line" (extension 4703) to take reports of energy waste, provide information on energy problems, and act as a technical advisor on energy related matters.

(3) Develop and implement specific yearly energy conservation and improvement projects.

(4) Review all maintenance by replacement, renovation, and new construction projects for compliance with references (b) and (c).

(5) Act as coordination point for all matters pertaining to energy management.

(6) Collect data on energy usage and report results to UCAB.

7. Energy Conservation Officers (ECOs)

a. Appointment. Commanding Officers, Department Heads and Staff Officers will appoint commissioned officers or supervisory civilian personnel to administer the Energy Conservation Program for their unit. The ECO's will be appointed at the squadron or comparable level. The SEM will chair ECO meetings, train the ECO's, provide guidance in conservation methods, and monitor the program implementation. The Director of Facilities will be notified in writing of the appointment of the ECO's and of any changes as they occur.

b. The ECO's will:

(1) Instruct Energy Conservation Monitors under their cognizance on their responsibilities for enforcing the energy conservation measures listed in enclosure (1).

(2) Ensure the Energy Program is given the widest possible publicity.

(3) Inform command designated ECM's of their responsibilities and authority to ensure compliance with the provisions of enclosure (1).

(4) Collect data on utilities conservation practices and submit a report of commendatory actions or violations to the Commanding Officer of the activity concerned. If violations are found, a recommendation for corrective action will also be forwarded. Enclosure (3) is the guide for compliance to the Energy Conservation Program. Enclosure (3) can be obtained from the SEM, Building 163, Extension 4703.

(5) Submit a semiannual Energy Conservation Report on 30 June and 31 December, similar to enclosure (4), to the Director of Facilities (Code LEU). Negative reports are required.

(6) Approve and report to the SEM, installation of energy consuming appliances and devices.

c. Meetings. The SEM will notify the ECO's one week prior to scheduling a meeting. Minutes of the meeting will be recorded and retained for two years.

8. Energy Conservation Monitors (ECMs)

a. Appointments. Commanding Officers, Department Heads and Staff Officers will designate ECMs for each building under their jurisdiction.

b. Duties. ECMs will make routine checks of assigned spaces to ensure compliance with conservation measures listed on enclosure (1) and will report noncompliance to the ECO. To accomplish this responsibility, ECMs shall locate and identify all energy consuming equipment and facilities, such as radiators, space heaters, lighting fixtures, air conditioning units, etc., and determine their operational requirements.

9. Annual Commanding General's Energy Conservation Award

a. As a means of recognizing superior achievement in energy conservation and providing additional incentives toward that goal, an Annual Commanding General's Energy Conservation Award will be presented to the organization which demonstrates the most successful energy conservation and awareness program. The award will be presented during the annual energy awareness week in October. The award will be a plaque which will cite superior achievement in energy awareness and conservation. All units, military and civilian, are eligible. The award will be based on the following:

(1) Establishing and maintaining an effective energy conservation and awareness program.

(2) Documented success in conservation of energy.

(3) Innovative techniques to promote energy conservation and awareness.

(4) Unit awareness and compliance with existing directives.

b. Nominations in a narrative form are due to the Station Energy Manager the week prior to National Energy Awareness week. The judges shall be selected members of the UCAB and the presentation shall be made shortly thereafter.

10. Records Disposition. The records required by this Order are to be retained for two years after the last entry. They may be destroyed at that time.

11. Summary of Revision. This Order contains major changes and should be reviewed in its entirety.

12. Concurrence. The Commanding General, 2d Marine Aircraft Wing; Commanding Officer, Naval Aviation Depot; and Commanding Officer, Combat Service Support Detachment 21, concur with this Order insofar as it pertains to members of their commands.


W. C. DARNER
Chief of Staff

Distribution: A



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 11300.4M Ch 1
LEU
8 May 03

AIR STATION ORDER 11300.4M CH 1

From: Commanding General, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: ENERGY CONSERVATION PROGRAM

1. Purpose. To direct pen changes to the basic Order.

2. Action

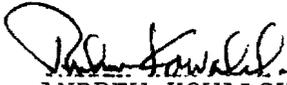
a. On the letter head page, change reference (a) to read "Executive Order 13123 (NOTAL)".

b. On enclosure (1), page 8, para 3.c., add "Recommendations on energy efficient materials and products can be found on the Federal Energy Management Program (FEMP) website: <http://www.eren.doe.gov/femp/procurement>".

c. On enclosure (2), page 1, para 2.a.(1), add "and by 35 percent by the end of FY 2010".

d. On enclosure (2), page 2, para 2.a.(3), change to read "Improve gross energy efficiency 20 percent by FY 2005 and 25 percent by 2010 as compared to FY 1990".

3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.


ANDREW KOWALSKI
Chief of Staff

DISTRIBUTION: A

Energy Conservation Practices

1. Air Station

a. Lighting

(1) Limit the number of lights used to meet the actual illumination requirements.

(2) Turn off lights where not needed during daylight hours and when area is not occupied.

(3) Use low wattage bulbs when replacing light bulbs in heads, gear lockers, and storage areas.

(4) When painting of interior offices is authorized, use off-white or light colors.

(5) Turn off all energy consuming devices when not in use. Always ensure they are turned off at the close of each day.

(6) Turn off hangar bay lights during daylight hours unless required for the performance of a maintenance function. Utilize security lights at night when aircraft maintenance is not being performed.

(7) Industrial air compressors are high energy users. Be aware of any leaks and/or continuously running compressors. Report to Facilities Maintenance Work Reception Desk at extensions 4364/4365. Shut down compressors when not in use.

(8) Turn off all exterior lighting not required for safety or security purposes. If this is not possible to do, initiate a Work Request to modify the situation.

b. Heating and Air Conditioning

(1) In areas with Energy Management Control System (EMCS), only Facilities Maintenance personnel are authorized to adjust heating and air conditioning controls. Manipulation of these controls by unauthorized personnel can result in serious damage to the heating and air conditioning system and can jeopardize personnel safety. If adjustment and/or repairs are needed, call the Facilities Maintenance Work Reception Desk at extensions 4364/4365.

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(2) Set locally adjustable automatic thermostats for heating and/or air conditioning as follows:

| <u>Area</u> | <u>Heating °F</u> | <u>Cooling/ Ventilating °F</u> |
|--------------------------------------|-------------------|------------------------------------|
| Offices and Classrooms | 70 | 76 |
| Industrial and Hangar Shops | 55-60 | 80 |
| General Storage Areas | 50 | 80 |
| Storage Issue Rooms | 60 | 80 |
| Living Quarters Normal Usage | 72 | 76 |
| Living Quarters Sleeping Time | 60 | 80 |
| Auditoriums, Including Theater | 70 | 76 |
| Gymnasium/Recreational Areas | 70 | 76 |
| Mess Hall and Food Preparation Areas | 70 | 76 |
| Dish Washing Areas | 60 | 80 |
| Valve and Pump Houses | 50 | 85 |
| Dispensary Exam Rooms | 75 | 76 |
| Unoccupied Buildings | 55 | 85 |

(3) Turn off heating and/or air conditioning units during nonworking hours in areas, other than barracks and quarters, with manual thermostats or switches.

(4) Do not operate air conditioning equipment when the outside temperature is 80°F or lower.

(5) The operation of portable electric space heaters and electric threshold heaters, except where they are the only source of heat, is prohibited.

(6) Electric space heaters or any other energy consuming appliance or device shall not be installed and/or used for personal comfort or convenience without the approval of the immediate supervisor and the energy conservation officer.

(7) In winter, keep venetian blinds, draperies and shades on the south side of the buildings open so that direct sunshine may enter. In summer, keep them closed.

(8) Wear clothing appropriate for the weather conditions, warm in the winter and cool in the summer. Participate in "Tropical Dress Code" during hot summer days.

ENCLOSURE (1)

(9) Do not open doors and windows when heating or air conditioning systems are operating.

(10) Minimize the use of exhaust fans during heating or cooling seasons.

(11) Turn off hangar bay heaters while the hangar doors are open. Minimize hangar door openings to reduce energy losses.

(12) Manually-operated heating devices, such as radiators, respond very slowly. Adjustments should be made gradually to prevent overheating. Turn the radiators off thirty minutes before quitting time. **bo** not store items on top of radiators. Keep radiators clean.

c. Water

(1) Turn off all faucets, showers, and water outlets when not in use.

(2) Do not use water from hoses for washing floors, galleys, and other areas. Clean floors and other areas with brooms, mops, and squeegees.

(3) All personnel shall report to the Facilities Maintenance Work Reception Desk the following:

(a) Faucets, bibs, and valves that cannot be shut off.

(b) Constantly-running commodes.

(c) Excessive low water pressure. (This could be a broken water line).

(4) Never use hot water when cold water is acceptable.

(5) In office areas, set water heater thermostat at 105°F.

(6) In living quarters, set water heater thermostat at 120°F.

(7) Avoid using hot water for brief periods since hot water remaining in the pipes is wasted.

d. Transportation

(1) Minimize engine warm up before driving. Most vehicles are now equipped with automatic chokes which change the idle speed when the engine is warm.

(2) Walk when time, distance, weather conditions, and purpose allow.

(3) Do not idle engines longer than a minute except in emergencies.

(4) Accelerate gradually and coast to a stop. Drive at a steady pace and anticipate traffic movement changes to prevent unnecessary braking.

(5) Plan requirements whenever possible to consolidate trips and take the shortest route. Avoid stop and go traffic areas.

(6) Form car pools.

(7) Remove unnecessary weights from vehicles.

e. Maintenance

(1) Check and test emergency generators during peak hours, 1200-1500.

(2) Operate and maintain heating, ventilating, and air conditioning equipment properly to minimize energy usage. Pay particular attention to calibration and adjustment of controls, reduction of damper air leakage, proper filter maintenance, and efficient operation of chilled water systems.

(3) Repair steam leaks and keep steam pipes insulated.

(4) Repair and maintain steam traps.

(5) Repair and maintain condensate systems.

(6) When repairing failed fluorescent light fixtures, retrofit or replace the fixture with an electronic ballast and T8 type lamps. Do not install magnetic ballast, except for special applications.

(7) When replacing a mercury vapor lamp, replace the whole fixture with a new High Pressure Sodium fixture and lamp. Size the new fixture for half the wattage of the old fixture. Do not install mercury vapor lamps and fixtures.

(8) Do not install incandescent lamps except for special applications such as fire alarm boxes, dimming systems, and applications for which fluorescent lamps are not available. Use compact fluorescent.

(9) Failed exit sign lights shall be replaced with LED-type signs.

f. Design

(1) All project evaluations shall include Life Cycle Cost analysis and energy and water impact statement.

(2) All renovation and construction projects shall comply with North Carolina Building Code, Chapter 32 as it applies to energy conservation.

(3) Do not install humidity control except as required by a specific application.

(4) Utilize air conditioning equipment with the highest energy efficiency rating.

(5) Install EMCS system on all new renovations and new construction projects.

(6) Design lighting to the following levels:

(a) Fifty foot-candles at work station.

(b) Thirty foot-candles in work areas.

(c) Ten foot-candles in nonworking areas.

(d) In areas other than those listed above, provide lighting levels per Illuminating Engineering Society (IES) recommendations.

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(7) Fluorescent light fixtures with electronic ballasts and T8 lamps shall be used in offices and other similar indoor applications.

(8) High Pressure Sodium fixtures shall be used indoors in high and low bay applications and outdoors for general area lighting, parking lots, and street lights.

(9) Metal Halide fixtures shall be used only for special applications such as ballfields and gymnasiums.

(10) Incandescent lighting shall be limited to special applications only.

(11) Exit lights shall be of the LED type.

(12) All exterior lights shall be contactor controlled by photo cells, clocks, and EMCS.

(13) Provide occupancy sensors.

(14) Transformers shall be sized for the anticipated demand and not for the connected load.

(15) Electric, steam, and water meters shall be provided for each tenant.

(16) Provide energy and water impact statement for new construction, renovations, and repair by replacement project.

2. Government Quarters. All occupants must be conscientious about conserving energy. In addition to the guidelines listed above, the following guidelines apply:

- a. Wash and dry clothes and dishes in fully-loaded appliances.
- b. Use cold water for washing clothes whenever possible.
- c. Hang clothes out to dry when possible, and avoid using dryers.

ENCLOSURE (1)

d. When using a dryer, do not run it longer than necessary. Separate drying loads into heavy and lightweight items. Since the lighter loads take less drying time, the dryer does not have to run as long for these loads. Dry your clothes in consecutive loads. Once the dryer is warm, it cuts down on the initial energy consumption. Keep the lint screen in the dryer clean, and remove lint after every load. Also ensure that the dryer exhaust is properly vented to the outside of the house.

e. Schedule the use of washers, dryers, and other large electrical appliances before 1000 and after 2000 during weekdays. Electric rates are based on usage and peak demand. The peak demand occurs between those hours.

f. When using an automatic dishwasher, use air dry cycle if available.

g. Close off unused portions of the house until one hour before they will be used.

h. Quarters with heat pumps should be given special consideration to allow the units to operate as designed.

(1) Do not block air circulation around the outside unit.

(2) Keep air filters clean.

(3) The operating time depends on the outside temperature. The colder the weather, the longer the unit will run.

(4) In winter time, do not increase the thermostat setting by more than two degrees at a time. Sudden changes in thermostat setting will initiate the operation of the strip heaters, which are not a very efficient form of heating.

(5) In summer time, if the house is left unoccupied for more than two hours, raise the thermostat setting to 85°F.

i. Turn off television sets and other appliances when not in use.

j. Reduce energy consumption in cooking. Use pans that cover the heating element so that more heat enters the pot and less is lost

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to the surrounding air. Clean reflectors below the heating element to allow more heat transmission to the pot. Keep pots covered to retain more heat.

k. Check seals around the refrigerator and oven door to make sure they are airtight. If not, call Facilities Maintenance Work Reception Desk at extension 4364 for repairs.

l. When heater or air conditioner is running, keep both the front door and the storm door closed. The storm door by itself does not conserve energy.

m. Keep refrigerator condenser coils clean. Dirty coils make the refrigerator less efficient.

n. Use of decorative, ornamental exterior lighting in family housing is not encouraged. Residents should limit festive decorations to non-lighted type. In no case should the exterior lighting be left on during daylight hours.

3. General Conservation Policies. The following conservation policies are the basis for the "Conservation Ethic" promoted throughout the DoD and directed herein for continued application at MCAS, Cherry Point:

a. Weapons, equipment, and flight demonstrations will be held to the minimum considered essential for training and recruiting.

b. Compact/subcompact commercial sedans, electric vehicles and bicycles will continue to be fleet purchased for MCAS, Cherry Point fleet replacement.

c. The purchase of all energy consuming equipment, appliances, and devices will be evaluated on Life Cycle Cost (LCC) and not low initial price. Purchase shall be made on the basis of that evaluation. Contact Station Energy Manager at extension 4703 for assistance in applying LCC analysis. **RECOMMENDATIONS ON ENERGY EFFICIENT MATERIALS AND PRODUCTS CAN BE FOUND ON THE FEDERAL ENERGY MANAGEMENT PROGRAM (FEMP) WEBSITE: [HTTP://WWW.EREN.DOE.GOV/FEMP/PROCUREMENT](http://www.eren.doe.gov/femp/procurement).**

d. All units will encourage energy savings suggestions through incentive awards, to include the selection of applicants for beneficial suggestions awards, letters of commendation and appreciation, meritorious masts, and command conservation awards.

ENCLOSURE (1)

e. The exchange of ideas and knowledge on energy conservation will be encouraged by including this subject in troop training and information programs.

f. The maximum off-Station speed limit of 55 mph will be maintained for all government vehicles as long as safety and mission permit.

g. Marine Corps owned, leased, and rented commercial vehicles will be pooled when possible.

h. When applicable, specific mention will be made in officer and enlisted fitness reports of significant energy conservation measures achieved (either in whole or in part) by individual being reported.

i. The use of ornamental lighting is prohibited with the exception of a central display inside buildings, which will be turned on only during ceremonies and on specific days for which designed. Outside ornamental lighting is prohibited with the exception of holiday displays at the Station Chapel, Headquarters, and display at the Main Gate Entrance.

4. Inspection/Reporting

a. Frequent Station-wide inspections will be made by the Station Energy Manager to determine compliance with directives. Reports will be sent to Energy Conservation Officers via the chain of command.

b. Zone inspections will be made by Energy Conservation Monitors and reported to their Energy Conservation Officers. Energy conservation discrepancies will be noted on reports.

c. Energy conservation will be included as a specific item to be examined during local command inspections. Local energy conservation programs and policies will come under the scrutiny of the Commander, Marine Corps Air Bases, Eastern Area, during the inspection of this Command.

Objectives and Goals of Energy Conservation Program

1. Objectives

a. Improve mission readiness and sustainability and reduce costs through application of energy efficient facilities and systems throughout the support establishment and operating forces.

b. Substitute, where practical and cost effective, more abundant and/or renewable energy sources for petroleum.

c. Ensure that activities provide energy replacement components to ensure the integrity of energy conscious maintenance.

d. Ensure that personnel who design, install, operate, and maintain energy systems are trained to do so in the most efficient manner.

e. Include energy efficient improvements in repair projects.

f. Ensure energy efficiency and fuel flexibility are taken into account in the design and acquisition of new facilities and equipment. Ensure that in approving modifications or repairs on existing systems, that the potential impact on energy consumption is balanced against other requirements including: mission, vulnerability, environmental impacts, quality of life, and life cycle cost.

g. Ensure that adequate supplies of fuel meeting required standards are provided to sustain the mission.

h. Identify and execute by FY 2005, all shore facilities energy and water conservation projects with payback period of less than ten years.

2. Goals. As indicated below and as required by references (a) and (b), energy conservation goals have been established for the Air Station in various areas of consumption. Goal accomplishment will be measured against FY 1985 base line.

a. Facilities

(1) Existing Buildings. Reduce energy consumption per thousand gross square feet by 30 percent by the end of FY 2005, **AND BY 55 PERCENT BY THE END OF FY 2010.**

ENCLOSURE (2)

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(2) New Buildings. Reduce the estimated annual design energy usage per gross square foot by one percent per year as compared to buildings designed in FY 1985. Ensure that the design and construction of buildings comply with energy performance standards applicable to Federal residential and commercial standards as set in 10 C.F.R. PART 435, section 110.

(3) Industrial Activities. Improve gross energy efficiency 20 percent by FY 2005 ~~as compared to FY 1990.~~ **AND 25 PERCENT BY 2010 AS COMPARED TO FY 1990.**

b. Transportation. Comply with requirements of the Energy Policy Act of 1992 as it pertains to vehicles.

ENERGY CONSERVATION CHECKLIST

MCAS 11300/10 (REV 2-82)

ORGANIZATION/CONTACT _____ BLDG NO. _____ TIME _____ DATE _____

ELECTRICAL: UNOCCUPIED SPACES LIGHTED EXCESSIVE LIGHTING BROKEN FIXTURES/SWITCHES

DISCREPANCIES NOTED: EXCESSIVE LIGHTING OUTSIDE LIGHTS ON DURING DAY UNUSED SPACE LIGHTED
 OTHER _____

CORRECTIVE ACTION: SECURED RESPONSIBLE OCCUPANT CONTACTED RESP. OCCUPANT NOT CONT.
 OTHER _____

RECOMMENDATION TO CURTAIL DISCREPANCIES RESPONSIBLE OCCUPANT TO HANDLE OTHER _____

HEATING ON OFF HEAT LEVEL TOO HIGH WINDOW(S) OPEN DOOR(S) OPEN

DISCREPANCIES NOTED: EXCESSIVE STEAM LEAKAGE THERMOSTAT SETTING TOO HIGH
 FAULTY THERMOSTAT DEFECTIVE RADIATOR VALVE

CORRECTIVE ACTION: SECURED RESPONSIBLE OCCUPANT CONTACTED RESP. OCCUPANT NOT CONT.
 OTHER _____

RECOMMENDATION TO CURTAIL DISCREPANCIES RESPONSIBLE OCCUPANT TO HANDLE OTHER _____

COOLING: ON OFF COOLING LEVEL TOO LOW WINDOW(S) OPEN DOOR(S) OPEN

DISCREPANCIES NOTED: EXCESSIVE STEAM LEAKAGE THERMOSTAT SETTING TOO HIGH
 FAULTY THERMOSTAT DEFECTIVE RADIATOR VALVE

CORRECTIVE ACTION: SECURED RESPONSIBLE OCCUPANT CONTACTED RESP. OCCUPANT NOT CONT.
 OTHER _____

RECOMMENDATION TO CURTAIL DISCREPANCIES RESPONSIBLE OCCUPANT TO HANDLE OTHER _____

WATER: FAUCETS, SHOWER, HOSE BIBS, ETC. LEFT RUNNING EXCESSIVE LAWN WATERING

DISCREPANCIES NOTED: LEAKING FAUCETS, VALVES, ETC. OTHER _____

CORRECTIVE ACTION: SECURED RESPONSIBLE OCCUPANT CONTACTED RESP. OCCUPANT NOT CONT.
 OTHER _____

RECOMMENDATION TO CURTAIL DISCREPANCIES RESPONSIBLE OCCUPANT TO HANDLE OTHER _____

REMARKS/SPECIAL COMMENTS _____

INSPECTOR NAME & TITLE (PRINT OR TYPE) _____ INSPECTOR SIGNATURE _____

ENCLOSURE (3)

Energy Conservation Report
(Sample)

From: Energy Conservation Officer, (Group, etc.)
To: Director of Facilities (LEU), Marine Corps Air Station, Cherry
Point

Subj: ENERGY CONSERVATION (REPORT CONTROL SYMBOL ASO 11300.4,
ENCLOSURE (4))

1. Problems. Under categories Electricity, Heating, Air
Conditibning, Water, and Transportation, etc., describe problems or
conditions which cause or contribute to waste. Do not list items on
which written or telephoned work requests have been submitted unless
there has been no action, poor response, and/or repeated problems.
Alterations and improvements must be requested in accordance with the
current edition of Air Station Order P11000.8, but reference thereto
may be made, especially if request would reduce energy conservation.
2. Corrections/Improvements. By category, list any corrections or
improvements accomplished and whether they were successful. An
example would be a conservation order for an NCO in charge of
quarters - if it worked.
3. Recommendations. List ideas for action, installation, etc.,
which may prove useful in reducing energy consumption.
4. Energy Conservation Officers and Monitors. Provide a current
listing of Energy Conservation Officers and Monitors along with
telephone numbers and areas of responsibility including building
numbers.