

# Washington Township Fire Department Standard Operating Procedure

**Division 500:** Maintenance  
**Section 505:** Buildings & Grounds  
**Subject 505.01:** Resource & Energy Conservation  
**Supersedes:** General Order 73-4 (4/2/5/97)



## Approved By:

Date: January 31, 2005

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## PURPOSE:

To establish fuel and energy conservation guidelines for all department facilities so that needless use of resources is prevented and fiscal responsibility is improved.

## RESPONSIBILITY:

It shall be the responsibility of all members to be familiar with and adhere to the guidelines of this policy.

## PROCEDURES:

Conservation of resources can be seen as a value or attitude of each member. When resource consumption of such items as liquid or vapor gas products, electricity, or water, can be reduced or eliminated, such reduction can benefit the environment and improve cost reduction factors significantly.

In general, if an action to reduce or eliminate the use of resources or energy does not imperil or impede the service, work, or mission of the department, then most likely it is an action to be taken. Examples of simple actions may include, but are not limited to, running motors needlessly, leaving lights illuminated without any benefit, reducing heating or cooling of building spaces to levels that are necessary, prompt reporting of leaks, not propping open doors equipped with self closing devices, or other similar actions.

When an increase in the use of resources and/or energy is expected, the action that may cause such increase should first be discussed and approved through the chain of command.

Thermostat usage guidelines include:

- A setting no higher than 70 degrees in living areas during cold weather.
- A setting no lower than 72 degrees in living areas during hot weather.\*
- A setting no higher than 60 degrees in apparatus bays during cold weather.
- Move to "OFF" position if any windows or doors in the area being heated or cooled are opened for more than several minutes. The member switching the thermostat(s) to "OFF" is ultimately responsible for returning to the "ON" mode.
- Members are not permitted to work, tamper, modify, or perform any other action, unless previously authorized, that would alter the normal function and use of a thermostat.

Door & Window guidelines include:

- Overhead doors should only be used when absolutely necessary. Pedestrian doors should be used to enter and exit the building.

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- During the heating season, overhead doors shall immediately be closed upon the entering or exiting of apparatus or equipment.
- Pedestrian doors between apparatus bays and other building areas shall be kept closed.
- Windows shall not be opened when heating units are in the “ON” mode.
- Windows may be opened during such seasonal use that permits the temperature and comfort levels necessary for members, and would not require the use of heating or cooling equipment.

\* Settings below 72 degrees for cooling systems greatly increase the amount of electricity used and reduce the effectiveness of such systems. Many modern cooling systems can efficiently cool an indoor space to 20-25 degrees below the outdoor heat index temperature. In other words, if the heat index temperature is 98 degrees, one could only expect cooling to 73-78 degrees indoors (note also that this is especially true for vehicle air conditioning systems). If it seems that an area is not “cool”, then a request can be made to check the accuracy of the thermostat, operating spec’s of the system, and/or the air balance of the entire area served.

**References**