

ADMINISTRATIVE SUPERVISION OF COURTS

SC ADMINISTRATIVE CIRCULAR NO. 26-90, August 22, 1990

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TO

:

ALL OFFICIALS AND EMPLOYEES OF THE SUPREME COURT AND THE LOWER COURTS

SUBJECT

:

ENERGY CONSERVATION MEASURES FOR GOVERNMENT BUILDINGS

In view of the invasion and subsequent annexation of Kuwait by Iraq posing a serious threat on the country's fuel supply, and in line with the energy conversation program of the government, quoted hereunder are energy conversation measures for government offices issued by the Office of Energy Affairs, Malacañang, Manila, for the information and guidance of all concerned:

"SHORT-TERM MEASURES

Lighting System

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Turn off lights other than those needed for security when building is unoccupied.

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Educate personnel to turn off lights that are not needed during lunch break and after office hours.

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Clean lighting fixtures regularly.

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Clean windows regularly to maximize use of daylight.

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For cleaning that must be done at night, turn on lights only in that portion of the building which is being cleaned at the moment.

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Relocate tasks that need the best illumination closest to the windows, with the task-viewing parallel to the windows.

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Switch off electric lights in areas where natural light is unavailable.

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Clean and wash walls, ceilings and floors regularly to avoid accumulation of dirt which will absorb light.

Air-Conditioning System

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Minimize the use of air-conditioning system during overtime work on Saturdays, Sundays, and Holidays.

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Keep filters of air handling units clean.

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Consider setting the demand limited on the chiller at the lowest setting that will maintain the building temperature.

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Raise chilled water temperature for higher refrigeration efficiency.

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Utilize full load capacity of refrigeration units.

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Reduce cooling in the afternoon, while continuing the operation of the fan for the remainder of the working period.

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Set thermostat setpoint to 25°C and provide lockboxes.

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Keep fan belt drive and motor properly aligned and lubricated.

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Keep condenser coil face clean to permit proper air flow.

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Operate one of the multiple compressors and chillers at full load, rather than two or more at partial loads.

Electrical System

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Through letters, memoranda, signs, personal contact, and other means, encourage all building personnel to turn off electric equipment not in use.

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For high rise buildings, operate elevators in such a way that they serve alternate floors, e.g. odd or even numbered floors only.

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Determine maximum power level required and eliminate power demand peaks by judicious use of equipment operating times where practicable.

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Adjust start times on large equipment to stagger loads and prevent high peak demands.

MEDIUM-TERM MEASURES

Building System

Window

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Weather-strip all windows and make certain that the building pressure is slightly positive to minimize air infiltration .

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Install internal shading devices such as venetian blinds, curtains and draperies on all windows which are subject to direct sunlight. These devices are not as effective as external shading devices, but are less difficult to install.

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Install solar film on windows.

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Repair broken or cracked window panes.

Exterior Wall

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Paint the outside wall with light color to reflect heat. Dark colored surfaces tend to absorb more heat.

Roof

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If possible, include an air space between insulation boards and the underside of the roof to gain added insulating effect.

Lighting System

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Install additional switches to permit shutting off lights in unoccupied areas of the building.

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When recarpeting or retiling, use lighter colored carpets or tiles for better reflectivity.

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When renovating, consider lowering the fixture mounting height.

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When partitions cannot be removed entirely, install low partitions to reduce light absorption and to permit the use of "borrowed" light from adjacent spaces.

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Replace incandescent lights with fluorescent lights except in areas where aesthetic and color-rendering are

important.

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Install reflectors for the lighting fixtures to allow more light to be directed to the workplane, thus greatly improving the illumination levels to within acceptable ranges without additional power consumption.

Air-Conditioning System

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Adjust air flow and water rates to air cooled condensers and cooling towers to produce the lowest possible condensing temperature.

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Reduce outside air ventilation rate to a minimum. Charcoal filters or other air treatment devices in exhaust air may be installed.

Electrical System

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Balance three-phase power sources to motors. An imbalance can create inefficient motor operation and use more energy.

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Check for overvoltage or low voltage condition on motors. Adjust voltage if necessary.

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Install "high power factor" ballasts in new and replacement fixture installations.

LONG-TERM MEASURES

Building System

Window

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Provide solar protection in the form of awnings, trees and shrubbery and solar shields.

Exterior Wall

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Insulate where possible to reduce heat conduction through the walls.

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Plant shade materials for orientations having large sunloads.

Roof

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Apply reflective coating where possible.

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Consider adding roof deck insulation.

Lighting System

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Provide manual switches or photocells to shut off lights when available daylight is adequate to replace required lightning.

Air-Conditioning System

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Convert constant volume to variable air volume system.

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Place areas that require continuous and year-round cooling such as operating rooms on separate smaller cooling system, to prevent operation of large chillers and aid handlers for small areas only.

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Modify exhaust ductwork to discharge cooled air from the building in the air intake of air-cooled condensers and cooling towers.

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Install sensing controls to permit cycling of cooling tower fans under light load conditions when refrigeration load is small and ambient wet bulb temperatures are low.

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Replace air-cooled condensers with cooling towers.

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Fit capacity controls to existing refrigerations equipment where possible, and when replacing units, purchase those with four steps of capacity control.

Electrical System

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Provide manual switches or photocells to shut off lights when available daylight is adequate to replace required lightning.

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Correct power factor to level recommended by the local utility company.

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Install capacitors or synchronous motors to correct poor power factor conditions.

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Use motors on all applications that are no large than the load actually requires.

Transportation

SHORT TERM MEASURES

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Consolidate routes and avoid unnecessary trips. If possible, use only one vehicle for trips that have the same destination.

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Schedule deliveries to avoid rush hour traffic.

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Avoid routing through bad roads.

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Minimize the use of gas-guzzling features such as air-conditioning.

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Prohibit the use of vehicles during non-working days unless there is a strong reason/justification.

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Give disciplinary actions to drivers who cause accident or vehicle breakdown.

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Educate drivers to be energy-conscious and to avoid bad driving habits.

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Adhere to a regularly scheduled program of preventive maintenance to prevent major breakdown.

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Prepare a Monthly Fuel Consumption Report for all vehicles to monitor and control fuel consumption.

MEDIUM TERM MEASURES

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Use radial tires instead of bias-ply tires. Radial tires are more expensive but the investment soon pays off in fuel economy.

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Consider use of aerodynamics drag reduction devices such as wind deflectors or vanes.

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Take a look at fuel additives. Some companies have found that they have a marked effect on fuel economy.

LONG TERM MEASURES

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When buying new vehicles, consider those with small engines.

Strict compliance herewith is hereby enjoined.

Manila, August 22, 1990.

(Sgd.) MARCELO B. FERNAN

Chief Justice

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