

CH-3 entered 27 Aug 99  
CH-2 entered 21 Aug 96  
CH-1 entered 17 Aug 95  
NAVSUBSCOLINST 4101.1B  
N14  
3 Aug 94

NAVSUBSCOL INSTRUCTION 4101.1B

Subj: ENERGY CONSERVATION PROGRAM

Ref: (a) OPNAVINST 4100.5D  
(b) OPNAVINST 5351.1  
(c) SOPA(ADMIN)NLONINST 4101.1D  
(d) SOPA(ADMIN)NLONINST 11100.1A

1. Purpose. To establish an Energy Conservation Program at NAVSUBSCOL in accordance with references (a) through (c).

2. Cancellation. NAVSUBSCOLINST 4101.1A. This instruction has been revised extensively and should be read in its entirety.

3. Background. Naval Submarine School is required to reduce energy consumption 30% by the year 2005, measured from the FY 85 baseline.

4. Responsibilities. An effective energy conservation program is the responsibility of all personnel assigned to NAVSUBSCOL. Specific responsibilities for the Energy Conservation Program are as follows:

a. Energy Conservation Officer. Facilities Manager (Code N14) will be assigned as Energy Conservation Officer. The Energy Conservation Officer will:

(1) Implement and coordinate the command Energy Conservation Program as outlined in the instruction.

(2) Act as chairperson of the Energy Conservation Committee.

(3) Act as command representative on the Naval Submarine Base Energy Conservation Committee.

b. Directors and Department Heads shall:

(1) Ensure watch personnel are aware of effective conservation techniques and are reporting all discrepancies to the building manager.

(2) Emphasize conservation actions during weekly zone inspections.

c. Building Managers will: (15 October to 15 March)

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(1) Ensure thermostats are set no higher than 70 degrees F. and all windows are closed during working hours. After working hours, thermostats should be set no lower than 55 degrees F.

(2) Ensure individual electric heaters are not used when the temperature is greater than 70 degrees.

(3) Secure storm windows were applicable.

d. Building Manager will: (15 May to 15 October)

(1) Ensure temperature in centrally air conditioned spaces do not go below 76 degrees F.

(2) Ensure all comfort air conditioning is secured at the end of the work day.

e. Building Managers will: (year round)

(1) Ensure that all lights are secured in unoccupied spaces.

(2) Ensure all lights and nonessential electrical equipment (typewriters, coffee pots, Xerox machines, etc.) are secured at the end of the work day.

(3) The Building Manager shall perform the Building Manager Semi-Annual Energy Conservation Checklist in accordance with reference (d). All checklist results will be forwarded to the Facilities Manager (Code N14).

(4) Ensure that all doors, especially overhead doors, and windows are closed except as needed.

(5) Install plastic barriers around windows that allow excessive drafts and cold air to infiltrate.

(6) Remove portable air conditioners from windows during heating season. If not possible, enclose exterior of air conditioners with polyethylene.

(7) Ensure hot and cold water faucets are shut tightly at the end of the work day.

(8) Ensure temperature at hot water faucet do not exceed 120 degree F.

f. NAVSUBSCOL Energy Conservation Committee.

(1) Committee members are responsible for working with all personnel within their buildings to ensure everyone is aware of conservation programs and that progress is being made toward the goals set for energy consumption in their areas.

(2) Committee members shall:

(a) Become knowledgeable of existing directives on energy conservation.

(b) Educate department personnel on energy conservation techniques.

(c) Monitor their building's compliance with this instruction.

(d) Perform other actions in support of energy conservation as the command and the committee deem necessary.

g. Facilities Coordinator shall:

(1) Maintain a file of all previous utility bills broken down by month and year.

(2) Review current utility bills and compare with bills from the previous two months and previous two years. Bring any significant inconsistencies to the attention of the NAVSUBSCOL Staff Civil Engineer.

5. Action. The following guidelines are to be followed through Naval Submarine School:

a. Electricity. Conservation of electricity depends on reduction total consumption, reducing peak demand loads, and improving power factors. The first two efforts are of utmost importance and the following actions will be implemented in this area:

(1) Lighting, during occupied hours, will conform to the following standards:

(a) 50 feet - candles at work stations

(b) 30 feet - candles in work areas

(c) 10 feet - candles in non-work areas (e.g., corridors, stairwells, washrooms). If in doubt as to the adequacy of lighting in your area, contact the building manager.

(2) All lights will be secured in unoccupied spaces at all times. Barracks lighting will be secured when spaces are not occupied. Outside lighting used for security and safety purposes will be limited to minimum levels consistent with sound practices. Those lights required to remain lit shall be identified by green labels obtained from NAVSUBSCOL Staff Civil Engineer's office.

(3) Air conditioning thermostats will be set on lower than 76 degrees F. Central air conditioning will not be activated when the outside temperature is less than 85 degrees F. The only exceptions to this policy are areas where temperature and humidity control are required for equipment operation or where no other ventilation is available (example - buildings with fixed window sashes).

(4) When feasible, operation of equipment requiring high power consumption will be scheduled during off peak periods to promote a more balanced load on the base distribution system. A load leveling plan will be formulated for all buildings that have such equipment. The Energy Conservation Committee member for each building will contact the Staff Civil Engineer's office when developing a load leveling plan. Peak energy utilization periods are 1030-1130 and 1400-1500.

b. Heating. Steam is the major source of heat used at SUBASE NLON. The following guidelines will be implemented for its effective conservation.

(1) Spaces requiring comfort heating shall be maintained at temperature no higher than 70 degree F. During unoccupied hours, temperatures shall be set no higher than 55 degrees F. All windows are the remain closed while building heat is on. In buildings not having thermostatic controls for heating, all possible measures will be used to conserve heating and excessive or uncontrolled temperatures shall be reported immediately to the Staff Civil Engineer's Office.

(2) In laboratories, shops, warehouses, etc. temperatures shall be maintained to minimize energy consumption, with 55 degrees F. as the maximum for heating storage areas.

(3) Use of individuals space heaters to maintain temperature above 70 degrees F. is prohibited.

W. A. PETERS

Distribution:  
Case A

NAVSUBSCOLINST 4101.1B CH-1  
N14  
17 Aug 95

NAVSUBSCOL INSTRUCTION 4101.1B CHANGE TRANSMITTAL ONE

Subj: ENERGY CONSERVATION PROGRAM

1. Purpose. To promulgate Change One to the basic instruction.
2. Action. Make the following pen and ink changes:
  - a. Change reference (a) to "OPNAVINST 4100.5D".
  - b. Add reference (d) "SOPA (ADMIN) NLONINST 11100.1A".
  - c. Change paragraph 3 to "Naval Submarine School is required to reduce energy consumption 30% by the year 2005, measured from the FY 85 baseline."
  - d. Delete subparagraph 4.a.(4) in its entirety.
  - e. Paragraph 4.e.(1) first sentence, change "daily" to "weekly".
  - f. Change subparagraph 4.e.(4) to "The Building Manager shall perform the Building Manager Semi-Annual Energy Conservation Checklist in accordance with reference (d). All checklist results will be forwarded to the Staff Civil Engineer (Code N14).
  - g. Annotate the first page of the basic instruction, upper right hand corner CH-1 entered date by initials.

JOHN C. BRANDES

Distribution:  
Case A

NAVSUBSCOLINST 4101.1B CH-2  
N14  
21 Aug 96

NAVSUBSCOL INSTRUCTION 4101.1B CHANGE TRANSMITTAL 2

Subj: ENERGY CONSERVATION PROGRAM

1. Purpose. To promulgate Change 2 to the basic instruction.

2. Action

a. Delete paragraph 4.d.(1). Renumber remaining paragraphs accordingly.

b. Delete paragraph 4.e.(1). Renumber remaining paragraphs accordingly.

c. Add paragraph 4.g. to read: "Facilities Coordinator shall:

(1) Maintain a file of all previous utility bills broken down by month and year.

(2) Review current utility bills and compare with bills from the previous two months and previous two years. Bring any significant inconsistencies to the attention of the NAVSUBSCOL Staff Civil Engineer."

d. Annotate the cover page in the upper right hand corner "CH-2 entered (Date) by (Initials)."

JOHN C. BRANDES

Distribution:  
Case A

NAVSUBSCOLINST 4101.1B CH-3  
N14  
27 Aug 1999

NAVSUBSCOL INSTRUCTION 4101.1B CHANGE TRANSMITTAL THREE

Subj: ENERGY CONSERVATION PROGRAM

1. Purpose. To promulgate Change Three to the basic instruction.

2. Action. Make the following pen and ink changes:

a. Paragraph 4.a, delete "Staff Civil Engineer", and replace with "Facilities Manager."

b. Paragraph 4.e, last sentence, delete "Staff Civil Engineer", and replace with "Facilities Manager."

c. Annotate the cover page, upper right hand corner "CH-3 entered (date) by (initials)".

C. D. AKERLEY