



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

IMDA-PW

22 April 2019

MEMORANDUM FOR RECORD

SUBJECT: Standard Operating Procedure (SOP) for U.S. Army Garrison Daegu Heating, Ventilation, and Air-Conditioning (HVAC) Seasonal Changeover

1. References:

- a. Army Regulation 420-1 Facilities Energy Management, RAR 28 Aug 2012.
- b. Exception to SOP Waiver Sample (Enclosure).

2. The Energy Office of the Directorate of Public Works (DPW) tracks outdoor high and low temperatures for the three geographical climate zones that comprise all USAG Daegu sites (Busan, Daegu, and Waegwan) to assist leadership in deciding when to start and end the heating and cooling seasons while incorporating a common-sense approach considering the garrison's inventory of older buildings, systems, and controls.

3. AR 420-1 guidance governs the operation of all Heating, Ventilation, and Air-Conditioning (HVAC) systems of all garrison and tenant facilities inclusive of military, commercial, contractor, or privately-owned HVAC systems and equipment. The garrison's process for HVAC seasonal changeover is as follows:

- a. DPW Energy Office tracks daily high and low temperatures for three different climate zones: Busan (BSF & Piers), Daegu (Camps Henry, George, and Walker), and Waegwan (Camp Carroll).
- b. Utility Chief reports triggering of seasonal changeover set points to DPW Director for each climate zone.
- c. DPW Director sends changeover recommendation to Garrison Commander (GC).
- d. Garrison Commander makes decision for seasonal changeover.
- e. DPW Operations & Maintenance Division and Energy Savings Performance Contractor execute changeover activities (air filter change, system start-up, operational checks).

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- f. Public Affairs Officer (PAO) notifies garrison supported community.

Timeline for Start-up or Changeover of All Buildings

Climate Zone	Installation	Workers	Days
Waegwan	Camp Carroll	4	14
Waegwan	Camp Carroll FOS & A-Po	2	4
Daegu	Camp George	2	2
Daegu	Camp Henry	2	14
Daegu	Camp Walker	3	14
Busan	Storage Facility	2	3
Busan	Pier #8	1	1

4. Heating season guidance:

- a. Heating season begins for sites within a climate zone in autumn when a period of free heating/ventilation (open doors and windows) gives way to winter's chill and daytime outdoor high temperatures drop below 55°F for 3 of 5 consecutive days.

- b. Heating season ends for sites within a climate zone in spring when daytime high temperatures return to 60°F or above for 3 of 5 consecutive days.

- c. During the heating season, offices and facility spaces .will be maintained between 68°-72°F during occupied working hours and 60°F or below when unoccupied or afterhours. Similarly, authorized conditioned warehouses will be maintained at 60°F when occupied and 45°F when unoccupied. Heating may be provided in unconditioned warehouse administrative areas only if those spaces are confined within four walls and a ceiling and not out in the open unconditioned warehouse space.

- d. Portable or space heaters are unauthorized.

5. Air-conditioning season guidance:

- a. Air-conditioning season for sites within a climate zone begins when the spring free cooling season (open doors and windows) gives way to summer heat and local high temperatures reach 85°F or greater for 4 of 5 consecutive days.

- b. Air-conditioning season for sites within a climate zone ends at summer's end when local daytime high temperatures drop below 85°F for 4 of 5 consecutive days.

- c. During the air-conditioning season, temperatures for occupied working and

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living spaces must be maintained between 72°-76°F range. Thermal set points

during unoccupied times is 80°F or higher.

6. When starting up a heating or air-conditioning season, the DPW will execute work based on building function and in the following order:

- a. Medical Facilities
- b. Facilities with Kitchen Duties (DFAC, Clubs, Restaurants)
- c. Community Facilities (Chapel, Theater, Library, PX, etc.)
- d. Child & Youth Service Facilities
- e. Barracks
- f. BEQs & BOQs
- g. Army Family Housing
- h. Administrative & Other Facilities Not Listed

7. When deactivating heating or air-conditioning systems, the DPW will execute work based on building type and in the following order:

- a. Administrative & Other Facilities Not Listed
- b. Army Family Housing
- c. BEQs & BOQs
- d. Barracks
- e. Child & Youth Service Facilities
- f. Community Facilities (Chapel, Theater, Library, PX, etc.)
- g. Facilities with Kitchen Duties (DFAC, Clubs, Restaurants)
- h. Medical Facilities

8. Specific buildings may be granted a waiver via special request when mission or special operations require special operating conditions. Building examples would include medical clinics, child and youth services, housing occupants for medical reasons, technical or other operational facilities using special equipment, windowless spaces, or spaces that lack ducted ventilation and/or conditioned air. The enclosure is a sample waiver request. To be successful, the requestor must clearly detail the supporting facts or unit guidance supporting a waiver. Once received, the garrison Energy Manger will conduct a review of the request for

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heating or cooling and then forward their recommendation to the GC for final decision approval. Only the GC or his designated appointee has the approval authority for any and all exception waivers to this heating and air-conditioning SOP.

9. This SOP is effective immediately and remains in effect until an update to AR 420-1 is published, then this SOP will be updated to reflect any changes.

10. The point of contact for this SOP is Mr. James Johnson, Utilities Chief at DSN: 315 763-2178, james.p.johnson2.civ@mail.mil.

Encl



JOHN T. BURTCH, P.E.
Director of Public Works

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UNIT LETTERHEAD HERE

OFFICE SYMBOL

DATE

MEMORANDUM FOR DIRECTORATE OF PUBLIC WORKS, USAG-DAEGU, APO, AP 96218

SUBJECT: Exception Waiver Request for Heating, Ventilation, and Air-Conditioning (HVAC) SOP Policy

1. References:
2. Please state what type of exception waiver (heating and/or air-conditioning) to HVAC SOP policy you are requesting. Include your site, building number, specific areas (if applicable), and the requested effective date.
3. Please state the supporting facts and/or guidance that warrants approval of your exception to SOP policy request in this paragraph.
4. Please state the mission impact and/or personnel impact if exception waiver to SOP policy is not approved in this paragraph.
5. Please state the point of contact for this memorandum including name, title, location, phone number, and email in this paragraph.

Requester
Signature
Block