



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON WIESBADEN  
UNIT 29623 BOX 50  
APO AE 09005-9623

IMWB-ZA

17 July 2020

MEMORANDUM FOR All Members of the US Army Garrison Wiesbaden Community

SUBJECT: US Army Garrison (USAG) Wiesbaden Command Policy Letter 17, Heating and Air Conditioning for Wiesbaden

1. References.

- a. Energy Security and Sustainability (ES2) Strategy, 03 March 2015
- b. Executive Order 13834, Efficient Federal Operations, 17 May 2018.
- c. Army Regulation (AR) 420-1, Army Facilities Management, 12 February 2008 (Rapid Action Revision (RAR) Issue Date: 28 March 2009).
- d. Energy and Water Goal Attainment Responsibility Policy for Installations, 13 January 2017.
- e. Installation Management Command-Europe (IMCOM-E) Air-Conditioning (A/C) Policy, 4 September 2019.
- f. Implementing Instructions for Executive Order 13834 Efficient Federal Operations, April 2019

2. This policy applies to all military and civilian personnel, including Family members utilizing any facilities within the area of responsibility of the USAG Wiesbaden. This policy is applicable until revised or rescinded.

3. Purpose. To achieve compliance with regulations listed above and to emphasize energy conservation measures which can be controlled by Garrison Soldiers, Family members and contractors without decreasing comfort, safety, health, and quality of life standards.

4. Policy.

- a. Energy resources for cooling and heating in Government-owned and Government-leased space will be intensively managed, carefully controlled and monitored to ensure their efficient and effective use in support of mission requirements, reference 1.g. IAW AR 420-1.

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b. All requests for air-conditioning and exceptions to the policy will comply with requirements outlined in the ref. e.

c. The operation of portable (supplemental) heating and cooling devices is prohibited where the intent is to circumvent the primary heating and cooling system (ref. e).

d. Areas approved for air-conditioning must comply with ref. d:

(1) Heating

<b>HEATING</b>		
<b>Type of Room</b>	<b>Occupied Temp</b>	<b>Unoccupied Temp</b>
Occupied Working and Living Spaces	68°F +/- 2°F	55°F +/- 5°F
Warehouses and Maintenance Bays Spaces (if frequency occupied on a daily basis)	60°F +/- 5°F	45°F +/- 5°F
Warehouse Spaces (if infrequently occupied on a daily basis, and does not need freeze protection)	Do Not Heat	Do Not Heat
<b>IAW ASA(IE&amp;E) Energy and Water Goal Attainment Policy, dtd 13JAN17</b>		

(2) Cooling

<b>COOLING</b>		
<b>Type of Room</b>	<b>Occupied Temp</b>	<b>Unoccupied Temp</b>
Occupied Working and Living Spaces	78°F +/- 2°F	85°F +/- 5°F
Storage, equipment rooms, garages	Unconditioned	Unconditioned
<b>IAW ASA(IE&amp;E) Energy and Water Goal Attainment Policy, dtd 13JAN17</b>		

(3) Space temperatures for medical, dental and medical research operations will comply with these standards unless exempted by UFC 4-510-01.

e. All facility HVAC systems must be connected to the existing Building Automation System located at DPW; controlled and managed by the DPW Utilities & Energy Management & Control System (UEMCS) to ensure that heating systems are turned off while cooling systems are operating and that cooling systems are turned off while the facility heating systems are functioning. Night setback and unoccupied periods will be coordinated with Energy Manager and UEMCS team and will be defined based on the individual usage of each facility.

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f. No date will be established for the starting and cessation of the heating season; ordinarily the heating season does not begin before 1 October nor end earlier than 15 April. All buildings are equipped with temperature control devices. If the outside temperature drops below 16 degrees Celsius (60 degrees Fahrenheit), heat will be automatically restored to the facility. Domestic hot water will be provided at all times.

g. Preventing damage by freezing.

(1) Prevention of damage to Government property is a command responsibility. Commanders will ensure that all necessary action is taken to prevent damage to contents of a building or to heating and plumbing equipment under their jurisdiction caused by freezing, overheating, or improper operation.

(2) When heating equipment becomes inoperative during the heating season, or when the contents of the building would be damaged by freezing, the individual responsible will immediately telephone the Directorate of Public Works (DPW), Service Order Desk, VOIP 548-4357 or CIV 0611-143-548-4357 for Wiesbaden. For after-hours emergencies, 0611-705-115 or DSN 337-115. Request for repairs should describe the circumstances and nature of damage, and the exact location. Individuals responsible for buildings who permit plumbing infrastructure to freeze through negligence, may be held liable for any resulting damage.

(3) During the heating season units have to inform DPW about all buildings, which will be unoccupied for a period of 7 days or longer.

(4) Responsible commanders, building fire wardens or their designated personnel will ensure that all buildings in which heating equipment is operated are inspected weekly. Daily checks will be accomplished when buildings are not occupied, to quickly detect non-operation of heating equipment.

5. The point of contact for this memorandum is Mr. Tomasz Filatow, Energy Manager, Operations and Maintenance Division, DPW, telephone: (314) 548-4020 / CIV: 0611-143-548-4020, or tomasz.filatow.ln@mail.mil.

  
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