



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR FORCE SPACE COMMAND

SEP 12 2012

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFSPC/A4/7  
150 Vandenberg Street, Suite 1105  
Peterson AFB CO 80914-4230

SUBJECT: AFSPC Appliance/Device Use Policy

1. The attached policy standardizes the use of portable heating/cooling appliances, small/major appliances and devices in the workplace. This policy applies to all personnel in AFSPC facilities and requires personal attention/discipline to ensure resources are available to support our Air Force mission to *fly, fight and win...* in air, space and cyberspace. AFSPC units located on non-AFSPC installations are expected to comply with this policy or the policy of the host base (whichever is more stringent). The installation's Civilian Personnel Office will ensure any local bargaining obligations have been met before implementing this policy.

2. Two of the three Air Force Energy Plan pillars are *Reduce Demand* and *Culture Change*. Recent AFSPC facility inspections identified many small appliances/devices that could be eliminated and/or consolidated. For example, in Peterson AFB's Hartinger building alone, facility managers found 113 coffee makers, 68 microwaves, 93 refrigerators and 70 televisions. These appliances/devices generate a plug load of approximately 170 megawatt-hours per year which cost \$10K per year. Consolidating these appliances/devices will yield significant utility savings, which can be redirected to further support our Air Force core competencies. Additionally, many heating/cooling appliances are being employed carelessly, consuming excessive amounts of power. These heating/cooling appliances can be eliminated with Heating, Ventilating and Air Conditioning (HVAC) adjustments, repairs or replacements.

3. My point of contact regarding this policy is Mr. Tim Pugh, HQ AFSPC/A4/7PE, Timothy.Pugh@us.af.mil, DSN 692-3906.

  
JEFFREY C. ALLEN  
SES, DAF  
Director of Logistics, Installations  
and Mission Support

Attachments:

1. Distribution List
2. AFSPC Portable Appliance/Device Use Policy

## **DISTRIBUTION LIST**

21 SW/CC  
30 SW/CC  
45 SW/CC  
50 SW/CC  
460 SW/CC  
61 ABG/CC

cc:

21 MSG/CC  
30 MSG/CC  
45 MSG/CC  
50 MSG/CC  
460 MSG/CC  
721 MSG/CC  
821 ABG/CC  
21 CES/CC  
30 CES/CC  
45 CES/CC  
50 CES/CC  
61 CELS/CC  
460 CES/CC  
721 CES/CL  
821 ABG/CE

## OVERVIEW

This policy applies to all personnel in AFSPC facilities. The installation's Civilian Personnel Office will ensure any local bargaining obligations have been met before implementing this policy. The following procedures detail how to receive purchase approval for and/or usage of portable heating/cooling appliances and appliances (small or major)/devices. A summary of authorized/unauthorized items can be found in Attachment 1.

### 1. Heating/Cooling Appliance Approval:

1.1. The American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) Standard 55 – 2004, *Thermal Environmental Conditions for Human Occupancy* recommends the following acceptable office operating temperatures during the summer season: 76-82°F if the relative humidity is 1-59% (30% ideal) and 74-78°F if the relative humidity is 60-100% (60% ideal). Additionally, ASHRAE recommends the following acceptable office operating temperatures during the winter season: 69-78°F if the relative humidity is 1-59% (30% ideal) and 68-75°F if the relative humidity is 60-100% (60% ideal). Office temperatures should be kept within these ranges and as close to the least energy-intensive setting that personal comfort will allow. If an office area temperature cannot be kept within this recommendation or if another specific temperature range is needed for medical reasons for the majority of the day's duty hours, contact your facility manager.

1.2. The facility manager will report the temperature-related issue to the Base Civil Engineer (BCE) customer service office to open a Work Order or a BCE Work Request (AF Form 332) for maintenance, repair, construction or personnel-relocation.

1.3. If the BCE organization determines they cannot resolve the issue within 7 calendar days (1 calendar day for occupants with a medical condition validated by their medical provider) of contacting the customer service office, then the facility manager can seek approval on a new AF Form 332 to receive, purchase or continue to use a portable heating/cooling appliance.

1.3.1. AF Form 332 attachments must include the manufacturer specification sheets for the proposed unit.

1.3.2. AF Form 332 coordination must include the BCE Electric Shop, Safety and the Fire Prevention Officer. Facility manager should validate the medical requirement with the requestor's first-line supervisor.

1.4. If the heating/cooling appliance is approved for nonmedical reasons, the BCE organization must provide the heating/cooling appliance to the requestor. If the heating/cooling appliance is approved for medical reasons, the requestor must acquire their own heating/cooling appliance. Heating/cooling appliances should use

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the most energy efficient technology for the period of use. Radiant heating pads/panels are currently one of the most energy efficient heating appliances available; therefore, an acquired appliance should not exceed a typical radiant heater rating of 200 watts, 130 volts and 2 amps.

### 2. Small/Major Appliance and Device Approval:

#### 2.1. Individual Offices/Cubes:

2.1.1. Attachment 1 identifies small/major appliances and devices that are/aren't authorized in individual offices. If a user feels they require an unauthorized appliance or device listed in attachment 1 to perform their job, the user should contact their facility manager. If the facility manager agrees with the user's justification, the facility manager must submit an AF Form 332 requesting approval from the BCE organization.

2.1.2. If the requestor's requirement is driven by a documented medical issue, the facility managers must have the requestor's first-line supervisor's approval prior to submitting an AF Form 332.

#### 2.2. Central Break/Community Food Preparation Areas:

2.2.1. Attachment 1 identifies small/major appliances and devices that are/aren't authorized in central break/community food preparation areas. If the facility manager feels an unauthorized small/major appliance or device is required in the central break/community food preparation area, the facility manager must submit an AF Form 332 requesting approval from the BCE organization.

2.2.1.1. If an Energy Star rated small/major appliance or device is available, you must procure/use that particular type. If an Energy Star rated version is not available, you must use the most energy efficient type model. Energy Star rated models can be found on Energy Star website ([www.energystar.gov](http://www.energystar.gov)).

2.2.2. If the facility manager believes a central break/community food preparation area is required in a facility in accordance with AFH 32-1084, *Facility Requirements*, the facility manager can submit an AF Form 332 identifying the requirement to the BCE customer service office.

2.3. Small/Major Appliances and Devices: Users must purchase appliances (small or major) or devices with personal funds. Any exceptions to this rule must be coordinated through the user's servicing finance office and must comply with AFI 65-601, Volume I, *Budget Guidance and Procedures*.

**3. Facility Manager Responsibilities:**

3.1. The facility manager must maintain copies of all approved and active AF Form 332s and a floor plan identifying the locations of the portable heating/cooling appliances, small/major appliances and devices for future inspections and energy tracking.

3.2. Ensure compliance with the following:

3.2.1. Only Underwriters Laboratories (UL) approved portable heating/cooling appliances, small/major appliances and devices will be used. Heating/cooling appliances must be equipped with an automatic tip-over safety device, an overheat protection device and an automatic thermostat control if available for the appliance type.

3.2.2. Portable heating/cooling appliances, small/major appliances and devices (excluding computers/computer equipment, phones, televisions, stereos, refrigerators, washers and dryers) will not be left unattended when operating and must be unplugged at the end of the work shift. End-of-day inspections of portable heating/cooling appliances, small/major appliances and devices should be annotated by the facility manager, or delegated personnel, in an End-of-Day Inspection Log such as Form 701-101, Activity Security Checklist.

3.2.3. Portable heating/cooling appliances, small/major appliances and devices must be plugged directly into a wall or systems furniture outlet and cannot be plugged into a power strip and/or other electrical device.

3.2.4. Malfunctioning/defective portable heating/cooling appliances, small/major appliances and devices must be removed from service immediately. If removed, it cannot be placed back into service until an authorized technician repairs, completes a serviceability inspection on the device and provides documentation of the inspection to the facility manager.

4. Portable heating/cooling appliances, small/major appliances and devices will be used in accordance with manufacturer's specifications to include the placing of these appliances and devices at least 18 inches from flammable materials unless otherwise specified by the manufacturer. (Computers/computer equipment excluded.)

Attachment 1

**AUTHORIZED/UNAUTHORIZED SMALL/MAJOR APPLIANCES AND DEVICES**

	<b>Authorized</b>	<b>Unauthorized</b>
<b>Individual Office/Cubes</b>	Computers <sup>1</sup> , Monitors <sup>1</sup> , Computer Speakers <sup>1</sup> , Faxes <sup>1</sup> , Label Makers <sup>1</sup> , Phones <sup>1</sup> , Printers <sup>1</sup> , Shredders <sup>1</sup> , Stereos (Below 30 watts), Cellular Phone Chargers <sup>1</sup> , Heating/Cooling Appliance <sup>2</sup>	Aquariums/Terrariums, Food/Beverage Preparation Appliances (e.g., Coffee Makers, Ovens, Microwaves, Blenders, Hot Plates, Toasters, Slow Cookers/Steamers, Roasters, Food Processors, Water Heaters) Electronic Picture Frames, Lamps (Not Attached to Systems Furniture), Refrigerators, Stereos (Above 30 watts), Televisions, Personal Cellular Phone Chargers
<b>Central Break/Community Food Preparation Areas</b>	Coffee Makers, Ovens, Microwaves, Blenders, Hot Plates, Toasters, Slow Cookers/Steamers, Roasters, Food Processors, Water Heaters, Refrigerators, Stereos, Televisions, Cellular Phone Chargers <sup>1</sup>	Heating/Cooling Appliances, Aquariums/Terrariums, Electronic Picture Frames, Lamps (Not Installed in Systems Furniture), Personal Cellular Phone Chargers

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<sup>1</sup> Government Issued

<sup>2</sup> Upon AF Form 332 approval.

Attachment 2

GLOSSARY OF TERMS

**Automatic Tip-Over Safety Device** - Module in a heating/cooling appliance that is designed to turn off the appliance if it is knocked over thus increasing safety and reducing the risk of fire.

**Central Break/Community Food Preparation Areas** - Areas established that serve two or more personnel. Although exceptions might exist, these areas should not be located within cubicles or separate offices.

**Flammable Materials** - Materials that ignite easily and burns rapidly with a flame. Flammable materials commonly found in a working environment are stacks of paper and chemicals.

**Device** - Machine or tool with moving/electronic parts used for a particular purpose. Devices commonly found in a working environment are computers, monitors, computer speakers, faxes, label makers, phones, printers, shredders, stereos, cellular phone chargers and televisions.

**Energy Star** - A joint program of the U.S. Environmental Protection Agency and the U.S. Department of Energy which help to save money and protect the environment through energy efficient products and practices. Energy Star appliances are usually identified with an Energy Star logo sticker. Energy Star website is [www.energystar.gov/](http://www.energystar.gov/).

**Facility Manager** - A duty assignment given to an individual who ensures the safe, secure and effective use of a facility. Usually trained by the BCE organization, this individual coordinates directly with the BCE customer service office with issues such as BCE Work Requests.

**Heating/Cooling Appliance** - Appliances used to change the temperature in an area. These appliances commonly found in a working environment are space heaters, window air conditioners, radiant heating pads/panels, stand alone air conditioners and electric fans.

**Major Appliance** - A piece of equipment used to accomplish a household task that cannot be easily moved and is generally placed on the floor such as a dishwasher, refrigerator, stove, washing machine or dryer.

**Radiant Heating Pads/Panels** - Heating appliances that use radiant or conductive heat transfer to heat a workplace or limbs upon contact. Pads/panels use a coiled heating element to heat a workplace or limbs but unlike space heaters don't rely on a fan to move the warm air thus cooling the heating coil which would require continuous power to reheat.

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**Small Appliance** - A portable or semi-portable piece of equipment, generally used on table-tops, counter-tops, or other platforms, to accomplish a household task such as coffee makers, microwaves, blenders, hot plates, toasters, slow cookers/steamers, roasters, food processors and water heating pots.

**Underwriters Laboratories (UL)** - UL is a global independent safety science company offering expertise across five key strategic businesses: Product Safety, Environment, Life & Health, Knowledge Services and Verification Services. Appliances/devices that have been UL-certified will have the UL logo on the product.