

District	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total
DA	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
DMAS	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
DASGS	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
District Institutions (as needed)																

f. Facility Load Sheets. DMS Form F04072, pages 143-155 of the State Energy Management Plan dated April 1986.

4. References.

a. Sections 255.251, 255.257, 377.601 and 377.703, F.S.

b. May 1979 and January 1982 Governor and Cabinet Energy Conservation Resolutions.

c. Department of Management Services, State Energy Management Plan dated April 1986 (as revised), Volumes 1 and 2.

5. Responsibilities.

a. Department of Management Services (DMS), Division of Facilities Management. Pursuant to the provisions of section 255.257, F.S., DMS is the responsible state agency designated to develop and implement an energy management plan for all state agencies. DMS developed the State Energy Management Plan in January 1980, and published revised Volumes 1 and 2 in April 1986. The plan specifies both technical and non-technical aspects of energy management and requires state agencies to submit monthly energy consumption reports to DMS.

b. Florida Energy Office (FEO). In addition to the statewide energy planning, coordinating and reporting duties and responsibilities outlined in sections 377.601 and 377.703, F.S., the Florida Energy Office is also responsible for development of the overall state policy with respect to energy matters. Additionally, the Florida Energy Office administers the National Energy Conservation Policy Act (NECPA) and it is the clearinghouse for review and approval of NECPA energy grants for eligible schools and hospitals in the state.

c. Department of Children and Families. Pursuant to provisions of section 255.257, F.S., the department is required to appoint an energy management coordinator to cooperate with DMS in implementing the State Energy Management Plan and in reporting monthly energy consumption to DMS.

d. Energy Management Coordinator. The energy management coordinator is responsible for the overall management of the energy conservation efforts of the department. Such efforts include, but may not be limited to: assuring departmental compliance with the requirements of section 255.257(2), F.S. regarding the reporting of energy consumption; coordinating the submission of NECPA grant financial reporting; providing technical assistance to central office and to district institutions, facilities and offices regarding the effectiveness of energy conservation measures either planned or implemented; coordinating the review of design documents for new departmental facilities to ensure implementation of the best architectural and engineering techniques for enhancing building energy efficiency; reviewing energy performance reports received from DMS, and disseminating energy performance data to departmental personnel who request it; and coordinating the department's energy related activities with the DMS energy coordinator.

e. District Energy Coordinator. Each district energy coordinator is responsible for submitting monthly energy consumption reports to DMS for qualifying district institutions, facilities and offices in accordance with energy consumption reporting procedures.

f. District Manager for Administrative Services. Each district manager for administrative services is responsible for the overall energy management program within his/her respective district, including district compliance with energy consumption reporting and compliance with the terms and conditions of any energy grant outstanding at any district institution, facility or office. The district manager for administrative services may designate district personnel as necessary to be responsible

for implementation of the DMS state energy management plan in their respective institutions, including energy conservation measures, low-cost/no-cost projects, turning off lights, equipment and appliances when not in use, and conducting energy walk-through audits when required. When specifically required by DMS, the district manager for administrative services shall designate district personnel to be responsible for non-technical provisions of the DMS state energy management plan in their respective facilities, including the implementation of employee awareness training for energy conservation. NOTE: Pursuant to the provisions of section 20.19(9)(g)5, F.S., the district manager for administrative services has the statutory responsibility for compliance with this operating procedure.

6. Dissemination of the State Energy Management Plan. The energy management coordinator will provide copies and interpretations of the Department of Management Services' State Energy Management Plan as requested by departmental personnel.

7. Employee Energy Conservation Training Program.

a. New Employee Orientation. Energy conservation training for new employees shall be included in the central office and district orientation program or otherwise presented to all new employees within 60 days after date of employment. This training may include a slide/tape training package that has been provided by the Florida Energy Office or equivalent literature obtained by the district or institution from general services. Central office and district administrators will coordinate this training with their respective training coordinators, and will document attendance of new employees.

b. Other Energy Conservation Training for Employees. Central office and district administrators will schedule additional employee training in energy conservation measures as may be required or recommended by the department, the Florida Energy Office or the Department of Management Services. Central office and district administrators will document attendance when additional training is provided.

8. Energy Consumption Reporting Procedures.

a. Pursuant to the provisions of Chapter VIII of the DMS State Energy Management Plan, Facility Load Sheets (DMS Form F04072) and Monthly Energy Consumption Reports (DMS Form F03352) will be completed by district energy coordinators and will be forwarded to the DMS energy coordinator.

b. Instructions for completing a facility load sheet (DMS Form F04072) are contained in the State Energy Management Plan, beginning on page 143.

c. Monthly energy consumption reports (DMS Form F03352) must be completed on the last working day of each month, listing all types of energy sources consumed. Consumption reported must be obtained from the energy source meter. If the energy source is not metered, the DMS energy coordinator will advise the district energy coordinator regarding the method to be used to obtain estimated consumption. The energy management coordinator will provide technical assistance as requested.

d. Monthly energy consumption reports (DMS Form F03352) must be submitted to the DMS energy coordinator by the 15th of each month. All energy coordinators will maintain a file of the reports that they submit to the DMS energy coordinator.

BY DIRECTION OF THE SECRETARY:

(Signed original copy on file)

DENNIS L. CROFT
Assistant Secretary for
Administration

SUMMARY OR REVISED, ADDED, OR DELETED MATERIAL

This operating procedure has been updated to reflect current department requirements and organizational structure.