



TENANT DIRECTIVE

Tenant Directive No.: BWI 700.3
Distribution List: B & C
Effective Date: February 8, 2022

Original Date: November 2, 1994
Revised: February 8, 2022

Approved by: Gregory W. Polak
Director, Office of Airport Operations

Date: 2/10/22

ENERGY CONSERVATION

Purpose

The purpose of this Tenant Directive is to provide energy conservation information and procedures to all tenants at the Baltimore/Washington International Thurgood Marshall (BWI Marshall) Airport.

Reference(s)

N/A

Scope

This Tenant Directive is applicable to all tenants.

This Tenant Directive supersedes BWI Tenant Directive 700.3 dated November 2, 1994.

Definition(s)

N/A

Responsible Party:

Manager, Utilities
Office of Facilities Maintenance

DIRECTIVE

I. Directive Statement

This Tenant Directive provides information and direction regarding energy conservation procedures at the BWI Marshall Airport.

II. Procedures

A. Main Terminal

1. Heating and Cooling:

- a. BWI Marshall Airport is heated and cooled by a centralized system. During the cooling season, the temperature will be maintained at 75 degrees Fahrenheit with a relative humidity of 50-60 percent. For heating, a temperature of 70 degrees Fahrenheit will be maintained.
- b. All thermostats have been calibrated for an accuracy of plus or minus 2 degrees Fahrenheit. It is the responsibility of tenant managers to ensure thermostats in "exclusive use" areas of the Terminal are not tampered with by employees under their jurisdiction.
- c. Use of portable heaters (e.g., electric, oil-fired, etc.) are prohibited in the Terminal unless specifically authorized by the Maryland Department of Transportation Maryland Aviation Administration (MDOT MAA).
- d. To report issues with the temperature, please call the Central Utility Plant (CUP) at 410-859-7204.

2. Domestic Hot Water:

BWI Marshall Airport utilizes a centralized domestic hot water system. The minimum temperature of the hot water system is determined by sanitation requirements (120 degrees Fahrenheit for wash water temperature). Low temperature rinse systems are required where applicable.

B. Other Buildings

1. Heating and Cooling:

- a. Thermostats will be set by the MDOT MAA maintenance personnel to maintain a cooling level of 75 degrees Fahrenheit and a heating level of 70 degrees Fahrenheit in those buildings used by State employees.
- b. Tenants in areas leased from the MDOT MAA are responsible for compliance with the maintenance of thermostats at 75 degrees Fahrenheit during the cooling season and 70 degrees Fahrenheit during the heating season.

- c. Use of portable heaters (e.g., electric, oil-fired, etc.) are prohibited in the Terminal unless specifically authorized by the MDOT MAA.

2. Domestic Hot Water:

The MDOT MAA has set the domestic hot water system of all buildings for which the MDOT MAA has maintenance responsibility at 120 degrees Fahrenheit.

C. Electrical Energy

- 1. Occupants of all buildings are asked to turn off electric lights, equipment, or other devices when not in use. A reduction of lighting during the cooling season will prevent a build-up of heat in closed areas and reduce energy costs.
- 2. Installation of battery chargers, power connections for service of aircraft, ground support equipment, auxiliary lighting, or any other electrical service is prohibited without written consent of the MDOT MAA.

D. Service Requirements

- 1. MDOT MAA maintenance personnel will respond to heating or cooling complaints in the Terminal or other buildings at BWI Marshall Airport.
- 2. Heating and cooling problems should be reported to the CUP at 410-859-7204.

ADDITIONAL INFORMATION

Contact Information:

Manager, Utilities
Office of Facilities Maintenance
410-859-7530