

FORRESTAL NEWSLETTER

A quarterly newsletter from the Office of Administration for DOE employees in the Forrestal Building

July 2008

Forrestal Energy Star®

On July 9th, Secretary Bodman accepted a plaque from the U.S. Environmental Protection Agency certifying Forrestal Building as an ENERGY STAR® facility. Buildings earning this distinction must demonstrate low utility usage, good indoor air quality, and good indoor comfort. Under the ENERGY STAR® program, facilities are rated on a scale of 0 to 100. Commercial, industrial, and Federal buildings with a score of 75 or greater qualify for the award. DOE's Forrestal building received a score of 88.

Over the years, the Forrestal facilities management staff have worked hard to upgrade the building and make it a top energy performer through such initiatives as: Using an array of energy efficient lighting options (low watt fluorescent lamps, compact fluorescents, and LED lights) to update lighting in many areas across the building; Installing and optimizing automated HVAC control systems for better indoor temperature control; replacing chilled-water and hot-water pumps with high-efficiency units; and installing energy efficient motors in the building's air handling equipment.

Forrestal now joins DOE's other Headquarters facility in Germantown, Maryland which earned the Energy Star in 2002. Forrestal is now one of only two Federally-owned and operated office buildings in all of Washington DC to have earned this distinction.

Contact: Eric Haukdal, 6-3777

Roof-Top Solar Array

Over the weekend of July 12th, a street lane on Independence Avenue was closed to allow a crane to park in front of the Forrestal Building. The crane loaded 890 solar panels onto the roof. The panels will be installed and made operational by early August by SunPower Corporation. Once complete, this system will generate approximately 200 megawatt hours of electricity each year. This is about 1% of the Forrestal building's total annual energy consumption. But when operating at full capacity (i.e. overhead sun and clear skies), it can satisfy up to 8% of the building's electricity demand at a given time.

Contact: Eric Haukdal, 6-3777



A Load of Solar Panels Makes its Way to the Roof



From Left: John Mizroch (Principal Deputy, EERE); Secretary Bodman, Ingrid Kolb (Director, MA); and Brian Costlow (Director, MA-40) celebrate the Forrestal Building's designation as an Energy Star® building.

Sprinkler Project

The installation of the new fire sprinkler system continues to progress with the completion of the Child Development Center, the first floor of the West Building, and the cafeteria's food preparation area on the ground floor. Work now continues in the North Building on the East end of the 7th Floor which includes the Office of the Secretary. The tentative completion date for this phase is September 2nd. Work on the west end of Floor 7th Floor begins in mid September. Note, a small portion of the ceiling in the west end of the "A" corridor has been removed early to accommodate work to install electrical conduit for the solar project.

Contact: Reggie Harris, 6-6615

Recycle Re-useable Office Supplies

The Office of Administration, in conjunction with Paperclips, Inc. wants to increase your awareness of the recycling program at the Supply Stores in both the Forrestal and Germantown locations. Each store has a designated area within the store where you can drop off your excess office supplies. The recycle program also allows Headquarters staff to utilize these items at no cost.

Please do your part to preserve our environment, and reduce government spending on re-useable office supplies by donating your re-useable supplies so that someone else can utilize them. Three-ring binders are the most frequently recycled office supply item. While binders are often recycled, the program will take all other types of office supplies. The Forrestal Supply Store is located in Room GA-171 and the Germantown Supply Store is located in Room R-008.

Contact: Terry Butler, 6-5201

Cafeteria Upgrades

A new floor in the main cafeteria was recently installed. This is just one of the several improvements planned for the cafeteria in the near future. Additionally, expanded menu choices are scheduled to come on line in early Fall. These upgrades and menu expansions will enhance our customers' dining experience. As always, your comments and feedback on our quality of life initiatives are welcome. Please provide your comments to the Office of Administration's Customer Mailbox at:

MA-40Customervoice@hq.doe.gov.

Contact: Gerri Bullock, 6-4459

MEDEX SECURE for Official Travel

Travel assistance is available for employees who travel abroad for official purposes. The MEDEX Assistance Corporation provides advisory and facilitation services, to assist in the communications and management of emergencies while on official travel. MEDEX SECURE provides comprehensive emergency medical, security and travel assistance using multilingual Assistance Coordinators, including emergency medical and security evacuations and repatriations, 24 hours per day, seven days per week, 365 days a year, worldwide. DOE travelers who are covered by MEDEX are reminded to take the MEDEX Identification card, and the MEDEX SECURE pamphlet (which describes the services provided), with them on each event of official travel. Travelers are also reminded that MEDEX SECURE is not health insurance and does not cover medical expenses; therefore it is recommended that travelers coordinate with their individual health insurance plan prior to travel to obtain pre-authorization for emergency medical treatment. Those interested in obtaining information regarding MEDEX can contact The Office of International Travel and Exchange Visitor Programs, Room GB-172, at (202) 586-3601.

Contact: Rosalee Williams, 6-8549

Forrestal Barber Shop

Did you know that the Forrestal Building has its own Barber Shop? It is called the "Razor's Edge" and is located in Room GD-020. Hair cuts are available to both men and women. Hours of operation are Monday through Thursday from 9:00 a.m. - 1:00 p.m. The shop is closed on Fridays and weekends. For an appointment, call 202-586-1615. In today's world of constant schedule juggling, why not take advantage of this convenient amenity?

Contact: Gerri Bullock, 6-4459

Excess Furniture and Bulk Trash Disposal

Please do not put excess furniture in hallways. Coordinate removal of your excess or surplus equipment and furnishings with your organization's Accountable Property Representative. Placing these items in the hallway is not the proper way to dispose of them; doing so creates both an eyesore and a potential hazard to all building occupants and visitors. If you have questions on proper disposal of equipment or furnishings, please contact Mr. Terry Butler in the Property Management Office, at 586-2001. To request bulk trash pick up, please contact the Forrestal Help Desk at 586-6100.

Energy Tip of the Quarter

To help reduce DOE's electricity bills, it is always best to shut-down your computer and monitor before leaving work each night. For those of us that may sometimes forget, most of our desk-top computers will automatically shut-off at 9:00 p.m. (i.e. most desktops managed by the Office of the Chief Information Officer's COE or Common Operating Environment). This feature has been in place since 2005 (at both Forrestal and Germantown) and has saved an estimated total of up to \$396,000 in electricity costs since then. Occasionally, there are some desk-top computers that may get dropped from this process for various reasons. If you ever notice your computer is still on in the morning, please call the Enterprise Service Center at extension 3-2500 and request that the auto nighttime shut-down feature be re-activated on your machine so you can do your part in reducing our energy use!

Safety Corner

Providing a healthy and safe working environment is the number one priority of the Office of Administration (MA-40). That said, we ask that all employees take appropriate measures to maintain a safe working environment in their work areas. As a reminder, please be aware of potential electrical hazards which could be present in your work areas. Avoid the use of damaged or worn extension cords that can pose a safety hazard.