

ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WESTERN REGION

40202 7/27
WE 4400.10

7/19/76

FILE

SUBJ: ACQUISITION AND USE OF PORTABLE SPACE HEATERS AND PORTABLE ELECTRIC FANS

1. PURPOSE. This order provides detailed instructions relating to the acquisition and use of portable space heaters and electric fans.
2. DISTRIBUTION. This order is distributed to the branch level in the Airway Facilities Division; to the Logistics and Air Traffic Divisions and to each field office and facility.
3. ACTION.
 - a. Airway Facilities Sector. If it appears that portable space heaters or electric fans are required to maintain the health and efficiency of employees or to assure the protection and satisfactory operation of specialized equipment or facility components, the procurement document for such heaters or fans shall contain a statement to that effect. The justification should be reviewed by the sector manager. If the manager concurs, it should be so indicated adjacent to the justification statement.
 - b. Regional Office. The Procurement Branch, AWE-55, will obtain the approval of the Regional or Airway Facilities Division Energy Conservation Coordinator (AWE-4 or AWE-434) before proceeding with procurement of the heater or fan.
 - c. The above procedure applies to the procurement of new heaters and fans. No action is required to replace those presently installed, if they have been certified as being exempt from the provisions of Federal Property Management Regulations, Paragraph 101-20.116-3d.
4. BACKGROUND. To further the Government's energy conservation program, a policy has been adopted which specifically prohibits the use of portable space heaters and portable electric fans in Government-owned or leased space. However, exceptions to this policy may be granted under certain conditions, including the protection and operation of specialized equipment and/or the health and efficiency of employees. This policy is stated in the Federal Property Management Regulations (FPMR, Para. 101-20.116-3(d), and -20.116-4). We consider portable space heaters

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used to maintain satisfactory operating temperatures in stand-by engine generator to fall in this category.

Pursuant to WE 1052.2, paragraph 6.a.(3), Airway Facility sector managers have been assigned certain monitoring responsibilities related to the Regional energy conservation program. In this connection all field organizational elements should forward portable heater and fan procurement documents through the co-located or nearest A.F. Sector office for endorsement.


for ROBERT H. STANTON
Director