



## DIVISION OF SCHOOL FACILITIES

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Subject: New Electrical Load Approval Process

The following procedures were developed to help expedite the air conditioning (AC) unit replacement or addition approval process. The Office of Sustainability requires two items to be submitted to [sustainability@schools.nyc.gov](mailto:sustainability@schools.nyc.gov) before approval can be issued.

1. The school(s) benefitting from the requested equipment must have designated their sustainability coordinator during the school year in which the equipment is requested in accordance with [Chancellor's Regulation A-850](#). Sustainability will confirm the designation of a coordinator.
2. The school(s) must confirm that they have complied with Chancellor's Regulation A-850 and removed non-essential personal equipment. This confirmation can be in the form of an email from the principal(s) or custodian engineer.

**Chancellor's Regulation A-850, Section II:**

*Reducing energy consumption and the DOE's carbon footprint by requiring that all DOE schools and facilities under the DOE's jurisdiction, including charter schools located in DOE buildings, remove non-essential personal equipment (e.g., microwave ovens, mini refrigerators, coffee makers, personal fans, and personal heaters) from cubicles, offices and classrooms because these items not only consume a large amount of electricity, but also pose a fire hazard to our students and staff and attract vermin. Each school or facility will instead have this type of equipment available for use in at least one central location, such as a resource room, teacher's lounge, or other available space in the building*

Once these items are confirmed by the Office of Sustainability, approval will be issued. For additional information, contact the Office of Sustainability ([sustainability@schools.nyc.gov](mailto:sustainability@schools.nyc.gov) or 718-349-5738) or Laura Iannaccone ([liannaccone@schools.nyc.gov](mailto:liannaccone@schools.nyc.gov)).