

Revolving Door Sub-Work Group Action Plan as of 9/19/12

Members: Kelli Schmidt-Lead (ED), Doreen Sheih (GSA), and Gladys Penate (IRS)
Not present on 9/19: Donald Horn (GSA), and Lief Horwitz (USGS)

Purpose - Support and promote the GSA Initiative “Resolve to Revolve” by promoting use of the revolving doors at the JFB to conserve energy.

Timeline – month of October 2012 with posters/kick-off on Monday, October 1, 2012

Description of Planned Events or Activities

- Place posters at the building entrances and doors on October 1, 2012
- Place fliers around building on October 1, 2012
- Conduct a count of the use of regular and revolving doors at the 4th floor/Second Avenue entrance before and after the campaign to determine its efficacy on:
 - Thursday, September 27th from 7:30 – 8:00 a.m. and 4:00 – 4:30 p.m.
 - Thursday, November 1st from 7:30 – 8:00 a.m. and 4:00 – 4:30 p.m.

Communication Strategy

- Use GSA’s posters at the building entrances. Specifically the two <http://www.gsa.gov/portal/content/103633> which state: “Revolving Doors Help Keep Heat or Air Conditioning In and Keep Wind and Weather Out” and “Revolving Doors can Prevent up to 18 Percent of Building Heat Loss”
- Post flyers around the building – on individual floors, in cafeteria break areas, and on bulletin boards around the building
- Announcements in elevators – will GSA do this?
- October 2012 Green Pages “Ask the Green Team” article, “Do Revolving Doors Really Save Energy?”
- Announcement at Tenant Committee Meeting on October 17th at 10 a.m.
- Promote at the Energy Awareness Work Group’s Brown Bag – date TBD

Approvals Coordination Needed

- Coordinate communication to tenants with GSA property management, tenant meetings, FPS, and Green Team members

Materials/Resources Needed

- Print posters existing GSA .pdf posters for Resolving Doors Initiative
- Print fliers / existing or modified?
- Poster stands

Responsibilities:

Kelli will coordinate with GSA

- Posters & fliers – where allowed, how big, who will post?
- Door signage – “Please use revolving doors” on regular doors?
- Elevator announcements
- Getting GSA or maintenance to assist with the 9/27 and 11/1 door counts

Doreen will get posters (and fliers?) printed (needs size info and total number)

Gladys will coordinate the door use counts on 9/27 and 11/1 (ensuring 4 counters, training them, creating logs for assessment and overseeing the counts.)

KEY POINTS OF REVOLVING DOOR CAMPAIGN

Revolving Doors:

- Save Energy
 - Significantly reduce the energy needed to heat and cool the building
 - Keep heat or air conditioning in and keep wind and weather out
 - Can prevent up to 18 percent of heat loss compared to regular doors
- Reduce interior pollution and noise
- Increase security by helping to prevent unauthorized access
- Increase floor space
- Only use the regular doors if it's after hours and the revolving doors are locked, if you are physically unable to use the revolving doors or if you're exiting via the first floor.

GSA's Revolving Door Initiative

Because revolving doors significantly reduce the amount of energy needed to heat and cool buildings, Congress directed GSA to promote energy efficiency through the use of revolving doors in the Joint Explanatory Statement for the 2009 Omnibus appropriations Act. To boost awareness, GSA has a series of posters for facility managers to use in their buildings.

GSA CONTACT FOR REVOLVING DOOR INITIATIVE:

Wexler, Robert 1800 F Street NW , Washington DC 20405

Phone:(202) 501-9160 **Email:** rob.wexler@gsa.gov

JFB Facility Manager Contact: **Linda Hong-Clancy**

JFB Facility Contact: **Bruce Williams**