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ENERGY CONSERVATION PROGRAM GUIDELINES

In iteration/reinforcement of existing Enercon policies all NPC cost center heads and employees shall continue to enforce the following guidelines:

1. Enercon teams for each facility shall continue to implement and monitor Enercon activities and projects. The regional VP's, PNPP manager, MEC manager, MSD manager and VP Admini-HO shall designate their Enercon teams on a yearly basis.

2. Energy Conservation Program and energy efficiency requirements such as kwh meters, proper building envelope and wall reflectance, shall be incorporated in the design and construction of new NPC facilities.

3. Bulletin Boards of Enercon corners shall be provided to be used for announcements and performance feedback. Posters should also be used to arouse awareness among employees. Slogan and poster design contests shall also be instituted to generate interest and sustain awareness.

4. To avoid deterioration of luminaire surfaces and to provide maximum illumination, all lighting fixtures shall be regularly cleaned.

5. Except for plant/substation control rooms, guest houses, and other UO facilities on 24 hr. operation/service, all centralized A/C system and other small units (e.g. package & window type A/C) in offices shall be operated on the following mode:

SEASON	START	OFF
5.1 Cold Season (Dec-Feb)	9:00 AM	4:00 PM
5.2 Hot Season (March-May)	8:00 AM	4:30 PM
5.3 Rainy Season (June-Nov)	8:30 AM	4:00 PM

5.4 These A/C systems shall strictly be operated during regular office days only (not including weekends and holidays) except in some urgent cases such as top management meetings, etc.

6. Perimeter and street lights in ail plants and substations shall be strictly switched on only from 6:00 PM to 6:00 AM daily. The security guards on duty shall ensure that this is followed.

7. All cost center heads in all NPC offices shall designate their Enercon marshals who shall be responsible to do the following:

 7.1 Switch off all lights and other power consuming equipment (computers,