

## **CHARGING STATIONS FOR PLUG-IN ELECTRIC CARS IN THE FORRESTAL BUILDING PARKING GARAGE**

In the coming weeks, mass-market plug-in electric cars will be arriving in showrooms around the country. The Department has played a major role in supporting the development of electric vehicles and the stations required to re-charge their batteries.

To support the use of personally-owned electric vehicles, the Department is making available to Federal employees the two electrical charging stations at Forrestal and Germantown that the Department has previously established for its own fleet. The charging stations at both locations accommodate vehicles requiring a three-prong 120 VAC electrical outlet.

Additionally, in January 2011, two 220 VAC electrical outlets will be installed at Forrestal to accommodate new electric cars being added to the Department's fleet. The charging stations for these vehicles will also be available for employee use when not needed by the Department.

General Guidelines for charging personally-owned vehicles are:

- Charging stations are available on a first-come, first-served basis.
- Priority will be given to the Department's electric fleet vehicles.
- It is recommended that employees give two hours advance notice when planning to use a charging station.
- A flat fee of \$2.00 per vehicle per charge will be assessed by the parking garage contractor.
- Employees use charging stations at their own risk.
- Hours of Operation: 9:00 a.m. – 4:00 p.m., Monday through Friday.

The procedures regarding access and use of the Forrestal parking garage remain unchanged; anyone who plans to use the charging station must have an active parking permit or must be eligible for and purchase a temporary parking permit for \$5 per day (not to exceed five days in a one-month period).

Please see attached Procedures for Personal Vehicle Charging at Forrestal. For additional information or concerns about the new service provided by Parking Management, or to request information regarding the procedures for charging vehicles at the Germantown facility, please contact the Parking Management staff at (202) 586-4271 or Mary Anderson, Director of the Office of Administrative Management and Support, at (202) 586-4375.

October 18, 2010

**Department of Energy (DOE) Headquarters Charging Station for Electric Vehicles**  
*Procedures for Personal Vehicle Charging at Forrestal*

**Forrestal Garage – Hours of Operation: 9:00 am – 4:00 pm, Monday - Friday:**

1. Use of charging stations will be on a first-come, first-served basis.
2. Charging station use should be coordinated two hours in advance with Parking Management
3. Priority use of the electric charging stations will be given to the DOE electric fleet vehicles.
4. The Parking attendant and the vehicle owner will complete “Charging Station for Personal Electric Vehicle Receipt”, which is attached.
5. The Parking attendant will provide the vehicle owner access to the charging station.
6. The vehicle owner will be responsible for engaging and disengaging the charging unit.
7. Upon completion of the vehicle charging, the parking attendant will notify vehicle owner to move his/her vehicle. The owner must move the vehicle within 15 minutes of the call from the parking attendant.
8. A flat fee of \$2.00 per vehicle per charging station use will be assessed. *The flat fee covers the electric kilowatt hours used and contractor’s administrative fee associated with managing the charging stations.*
9. Payment will be made by the vehicle owner upon completion of charge. Credit card, check or cash will be accepted. Checks can be made payable to **OTI**. There is an additional \$2.00 fee for credit card users.
10. The Forrestal parking garage procedures remain unchanged; anyone who plans to *use the charging station must have an active parking permit or will need to purchase a temporary parking permit for \$5 per day (not to exceed five days in a one-month period).*
11. Employees use the charging stations at their own risk.
12. Funds collected for kilowatts hours used will be reimbursed to the Department monthly by Parking Vendor. Parking vendor will provide a monthly activity report to DOE’s Office of Management.

---

**DEPARTMENT OF ENERGY HEADQUARTERS**  
**CHARGING STATION FOR PERSONAL ELECTRIC VEHICLE RECEIPT**

Date \_\_\_\_\_ Starting Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Vehicle Owner Name \_\_\_\_\_

Vehicle Make/Model \_\_\_\_\_

Starting Meter (Kilowatt Hour) \_\_\_\_\_ Ending Meter (Kilowatt Hour) \_\_\_\_\_

Parking Attendant Signature \_\_\_\_\_

Vehicle Owner Signature \_\_\_\_\_