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PLEASE POST

October 24, 1995

COMPTROLLER'S MEMORANDUM 1995-34

TO: ALL DEPARTMENT HEADS

SUBJECT: Reduction in Hours of Operation for Air conditioning

Effective November 1, 1995, the air conditioning system for buildings within the civic center will be turned off at approximately 4:15 p.m., but the fans will remain on until 4:45 p.m. to provide air circulation. This action is necessary to reduce electrical consumption so that expenses are kept within budgeted amounts. However, programs that have extended hours of operation, such as the Department of Budget and Finance's ICS Division located in the Kalanimoku basement, will not be affected.

To further cut cost, we suggest that lights and equipment be turned off when they are not being used, especially after the close of the work day. For example, restroom lights which our custodians turn off by 5:00 p.m. should be rechecked by those leaving after this time. This practice of turning off restroom lights overnight could collectively save the State thousands of dollars annually. Any other way you can think of to help conserve energy would be appreciated.

Through your cooperation and understanding, we can all contribute to reducing cost and energy consumption.

SAM CALLEJO
Comptroller