

MORLIN
Management Corporation



DATE: September 20, 2006

TO: All Beaudry Headquarters Staff

FROM: LAUSD Facilities – Morlin Asset Management, LP

RE: **Conserving Energy: Turning off Cubicle Lights**

In an effort to conserve energy, please turn off your cubicle desk light when you leave.

If you notice that your co-worker has left for the day, please take a moment to turn off his or her light as well.

These small little steps will help the environment, conserve energy and lower the District's energy bill.

We thank you in advance for your assistance.

If you have any questions, please contact Morlin Asset Management (213) 241-1320.

Thank you.