



**DATE:** July 25, 2006

**TO:** Executive Staff, Department Heads and Assistants  
FOR DISTRIBUTION TO ALL BEAUDRY STAFF

**FROM:** Morlin Management - Beaudry Facilities Services

**RE:** **ENERGY ALERT – PLEASE CONSERVE!**

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The following has been prepared by the District's Energy Unit for immediate implementation:

**Immediate steps to Curtain Energy Consumption**

**All Staff**

- Turn off office, classroom and task lights when not in use. When possible use task lights rather than overhead lights.
- Open blinds for natural light.
- At the end of the day, turn off all task lights, overhead lights, computer screens, office equipment, and, as possible, personal computers.
- Review requirements and assignments for turning off office equipment such as printers, copiers, and other equipment.

**Facility Staff**

- Turn off all nonessential lighting including decorative lighting and outdoor lighting.
- Reduce heating temperature settings and/or raise air conditioning settings to maintain the minimum comfort standard. Set occupied office hours for 8 am to 5 pm, or perhaps 7 am to 6 pm. Work with staff and administrators to make arrangements for staff working outside of these times to use work areas where they can override the unoccupied controls just for that area.
- Verify that building temperature setback controls are in use and designated equipment turned off when in the unoccupied setting.
- Check that automatic outdoor lighting controls are operating correctly.
- Coordinate facility's janitorial staff to work during hours of building operation or to turn off all the lights except in the immediate area in which they are cleaning.
- Turn off individual coffee makers.
- Turn down thermostats on refrigerators.

Thank you for your cooperation and understanding. Please direct any questions or concerns to Morlin Management at (213) 241-1320.