



STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING  
AND GENERAL SERVICES  
P.O. BOX 119  
HONOLULU, HAWAII 96810-0119

PBM-04.153

May 10, 2004

TO: All Occupants of DAGS Facilities

FROM: Russ K. Saito  
State Comptroller

SUBJECT: Energy Conservation

Electricity is a significant expense in the operation of any office building, but this is particularly true in Hawaii where the per kilowatt cost is among the highest in the country. To reduce the consumption of energy in our facilities, we have been installing more efficient air conditioning and elevator equipment. We have also been re-lamping our buildings with energy-saving T-8 lamps and electronic ballasts.

We have been working with HECO to identify a number of simple actions that each of us can take that can lead to substantial savings. They are as follows:

1. Turn-off lights in offices when you leave for more than 10 minutes and in all other areas that are not in use or occupied. Also, turn-off the lights at the end of the day.
2. Set your computers to go into a "sleep" mode when not in use and turn them off at the end of the day.
3. Turn-off copy machines at the end of the day.
4. Turn-off any unnecessary equipment that does not need to be on, either during or at the end of the day.
5. Close your window blinds or drapes when the sun is shining directly into your office. Reopen them when the sun has moved to the other side of the building to take advantage of ambient lighting.

Please practice these conservation measures so that considerable savings can be realized. We appreciate your efforts to reduce our consumption of energy and welcome any other energy-saving ideas you have. If you have any questions or comments, please call James Hisano, Central Services Manager, at 831-6733.

c: J. Hisano