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PBM-08.0199

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

July 7, 2008

TO: All Department Heads with Staff Occupying DAGS Facilities

FROM: Russ K. Saito
State Comptroller 

SUBJECT: Electricity, Water Conservation and Recycling in State Office Buildings

In my attached memorandum dated May 1, 2008 I included a number of actions that could be taken to conserve electricity in our state office buildings. Based on the response that I received to this memorandum, we could make an even bigger impact by tapping into the ability of our employees to find innovative solutions to these challenges.

As such, I am requesting your assistance to gather from your staff, any suggestions that could reduce the consumption of electricity and water, and encourage recycling in their buildings. Low or no cost actions should be put into action immediately. Memos should be issued to your employees to share their solutions, and supervisors can help by monitoring their effectiveness. To track overall activity, we would appreciate a copy of your memo and related documents.

Please let us know of any suggestions your staff may have that may require a project to be funded. Provide your lists to Mr. James Hisano, Central Services Manager, via e-mail at james.hisano@hawaii.gov.

If you have any questions, you may call me at 586-0400.

Attachment

c: James Hisano



STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
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CS 08.0081

May 1, 2008

TO: All Occupants of DAGS Facilities

FROM: Russ K. Saito
State Comptroller *Russ K. Saito*

SUBJECT: Conservation of Electricity, Water and Restroom Paper Products
and the Recycling of Trash

The rising cost of oil is resulting in higher costs for all consumer goods and services for our State facilities. Increased costs of electricity, water, and restroom paper products are severely straining the department's budget. We continue to initiate projects that are designed to conserve energy and other resources, but we need your help. Following are actions that I'm asking all of us to take.

1. Turn-off lights in offices when you leave for more than 10 minutes and in other areas that are not in use or occupied; including conference rooms. 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 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 the office. Reopen them when the sun is on the other side of the building to take advantage of ambient lighting.
6. Use the stairs when practical. This not only conserves energy, but is also healthy exercise.
7. Report any water leaks or malfunctioning irrigation systems that you notice.

8. Use restroom paper products only for the purpose that they are intended.
9. Recycle office paper, aluminum cans and plastic containers.

Working together, we can curb the rising costs of operating and maintaining our State facilities.

If you have any questions or concerns, please call me at 586-0400, Mr. James Richardson, Central Services Administrator, at 831-6730, or Mr. James Hisano, Central Services Manager at 831-6734.