




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

PBM-07.0060

November 13, 2006

TO: All State Directors with Staff Occupying DAGS Office Buildings

FROM: Russ K. Saito
State Comptroller 

SUBJECT: Energy Conservation Training

Reducing electricity consumption has been identified as a major component of the Governor's initiative to reduce Hawaii's dependence on oil.

A significant amount of electricity can be conserved by turning-off equipment when not in use. Individual savings may appear small, but collectively the savings can be substantial. Following are a number of simple habits you can form to reduce electricity consumption in the workplace:

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 work day.
2. Set your computers to go into a "sleep" mode when not in use and turn them off at the end of the work day.
3. Turn-off copy machines at the end of the work day.
4. Turn-off any equipment that does not need to be on, either during or at the end of the work day.
5. Close your window blinds or drapes when the sun is shining directly into the office. Reopen them to take advantage of ambient lighting when the sun is out of view.
6. Use the stairs. This not only conserves energy, but is also healthy exercise.

The Hawaiian Electric Company has made available a trainer who will discuss these and other steps that can be taken to reduce the consumption of electricity. We will be contacting the Building Coordinators at the various DAGS facilities to schedule these training sessions. Please encourage your staff to attend.

If you have any questions, contact James Hisano, Central Services Manager, by calling 831-6734 or by e-mailing him at james.hisano@hawaii.gov.

c: J. Hisano