Memorandum

Date: 4 December 2011

To: Annette T. Califero

From: Kyle B. Abrams (Stickgold-Sarah, 1pm)

Subject: A Low-Cost Way to Reduce Energy Use

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As you requested, I've investigated low-cost ways to reduce our energy use. Reducing the building temperature on weekends is a change that we could make immediately, that would cost nothing, and that would cut our energy use by about 6%.

<u>The Energy Savings from a Lower Weekend Temperature</u>

Lowering the temperature from 68 degrees to 60 degrees from 8 p.m. Friday evening to 4 a.m. Monday morning could cut our total consumption by 6%. It is not feasible to lower the temperature on week nights because a great many staff members work late; the cleaning crew also is on duty from 6 p.m. to midnight. Turning the temperature down for only four hours would not result in a significant heat saving.

Turning the heat back up at 4 p.m. will allow the building temperature to be back to 68 degrees by 9 a.m. Our furnace already has computerized controls that can be set to automatically lower and raise the temperature (see manufacturer's instructions in Honeywell 2007).

<u>How a Lower Temperature Would Affect Employees</u>

An employee survey carried out in the fall of 2011 by Shelley Kaler shows that only 7 people use the building every weekend or almost every weekend. Eighteen percent of our staff have worked at least one weekend day in the last two months; 52% say they "occasionally" come in on weekends. People who come in for an hour or less on weekends could cope with the lower temperature just by wearing warm clothes. However, most people would find 60 degrees too cool for extended work. Employees who work regularly on weekends might want to install space heaters.

<u>Action Needed to Implement the Change</u>

As soon as you authorize the lower temperature, I can see that the controls are reset for this weekend. I can also check into the cost of buying a dozen portable space heaters and have a report to you within two weeks. Providing them would allow us to choose units that our wiring can handle, and would additionally be a nice gesture towards employees who give up their weekends to work.

[Modified from: Business Communications (7th ed). William C. Himstreet & Wayne Murlin Baty, 1984]

Comment [JSS1]: Use standard memo format—don't write as a letter or a homework assignment.

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Comment [JSS5]: Embed necessary source information; don't use footnotes or IEEE citation format. "As Leveson notes, we would do well to consider…"

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