

JANICE K. BREWER
Governor



WILLIAM BELL
Director

ARIZONA DEPARTMENT OF ADMINISTRATION

OFFICE OF THE DIRECTOR

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(602) 542-1500

Date: January 27, 2009

To: All Agencies, Boards, and Commissions

From: William Bell, Director

A handwritten signature in black ink, appearing to read "William Bell", is written over the "From:" line.

Re: Lights Out at the Close of Business

Effective immediately, each agency is required to turn off building lights as staff leave for the day. This measure is needed to reduce utility costs due to the serious fiscal constraints facing all of us at this time. This includes all interior building lights, such as in the office, cubicle, conference room, hall, lobby, restroom, file room, storage, etc. Unfortunately, due to the age of the majority of our building systems, we do not have the ability to turn off all lights automatically (with the exception of a few buildings).

Please direct your staff to turn off lights, starting today, and to take other energy reduction measures within your individual agencies as they present themselves. This includes keeping windows closed and keeping thermostats set within previously established energy conservation ranges (68-73 degrees for heating and 78-81 degrees for cooling). Significant savings, critical to all of us, can be realized by taking these simple steps on a daily basis.

Thank you for your attention and compliance with this important matter.