



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

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ENERGY CONSERVATION

Last summer when the President announced the Energy Conservation Program, we responded by instituting a number of economy measures and publicized the effort in two issues of this publication. The austerity measures were more easily, uniformly, and rapidly instituted in FOB 10A and Buzzard Point than in the Headquarters Building for several technical reasons having to do with building construction and the degree of control exercised by the Government.

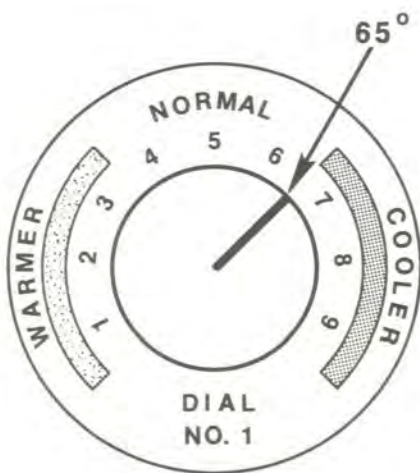
The Secretary is extremely pleased with the attitude of cooperation and acceptance of the minor inconveniences involved by the vast majority of DOT employees. In view of the President's most recent statement and the increasing realization of the far-reaching implications of the impending shortage, it is essential that all of us do more, not merely to ensure that the Department attains the 7% reduction goal, but to assist our Nation and ourselves through the imminent crisis.

The two major areas of potential savings in the office buildings are, of course, temperature control and lighting. We all have been urged to turn off unnecessary lights and to maintain air temperatures at the

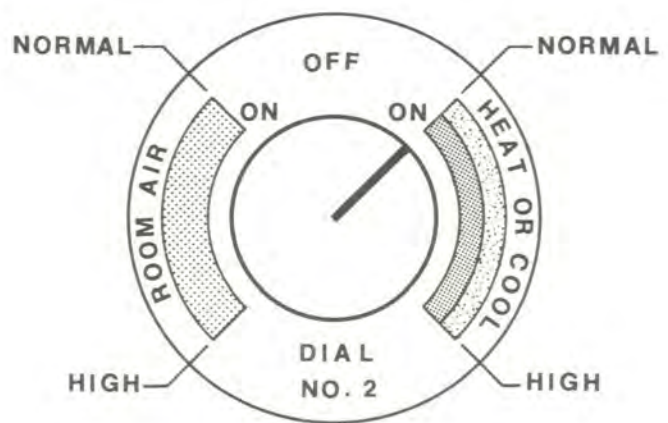
most economical levels without creating unhealthy or uncomfortable conditions. For the Headquarters Building we intend to intensify this effort on a largely voluntary basis, and are confident that we will have your support.

All of you are urged to turn off and try to do without the window heater/cooler units. Experiments have indicated that, depending on office configurations, the central core heating system will provide adequate heat to the exterior offices. If this heat is inadequate, the window heaters should be set at not above the settings indicated in the diagram below. This setting is calculated to maintain room temperature at or above 65° F.

TEMPERATURE



FAN SWITCH



But remember that having the heaters completely turned off will result in the maximum saving.

Reduction of corridor lighting is another area of large potential savings. However, disconnecting every other ceiling light, including the starting mechanism, would be expensive. During this last week we have found that using only emergency lighting, except at the elevator bays, provides adequate illumination and has been accepted by those who work on the ninth and tenth floors. It has the dual advantage of costing the Government nothing and being easily restorable in case of need. In view of these advantages and the obvious savings, this lighting level will now be applied to all corridors in the Headquarters Building. We are confident that all of you will accept this minor inconvenience with patience and understanding.

We are also requesting the building lessor to require the building cleaners to turn off all office lights when they finish their work in the evening. In view of these measures we intend to leave office space lighting unaltered, at least for the time being. However, all of us are again urged to:

1. Turn off unnecessary lights, especially in such spaces as unoccupied conference rooms, general use spaces, unoccupied file rooms and storerooms.

2. Turn off office lights when leaving an office unoccupied for any period and especially when leaving at the end of the day.

3. Keep window heaters/air conditioners completely off or at the minimum levels. (Sweaters are in fashion this year.)

As responsible employees who share in the Government's future, we can also contribute by conserving energy as private citizens. The Government has established 50 miles per hour as the maximum speed for Government automobiles, except in emergency. Are you willing to apply the same restriction to your own driving practices, along with elimination of jackrabbit starts and other wasteful driving habits? All of us can help in many ways.

We are confident that the consensus in the Department strongly supports the voluntary actions necessary to meet and overcome the energy crisis.