



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

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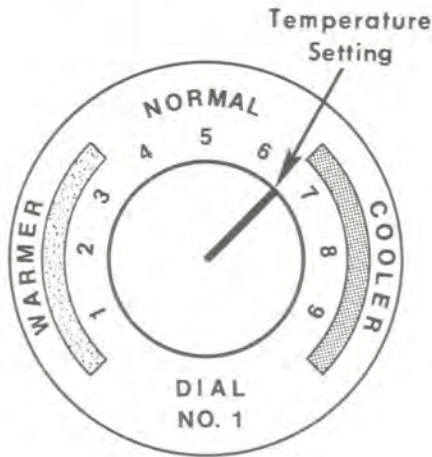
ENERGY CONSERVATION IN FEDERAL BUILDINGS

In compliance with the President's directive, and GSA's implementing instructions, Secretary Adams has issued a memorandum to the heads of DOT operating administrations establishing the maximum heating range in DOT occupied buildings. The maximum temperature is to be 65 degrees Fahrenheit during working hours and 55 degrees Fahrenheit during non-working hours.

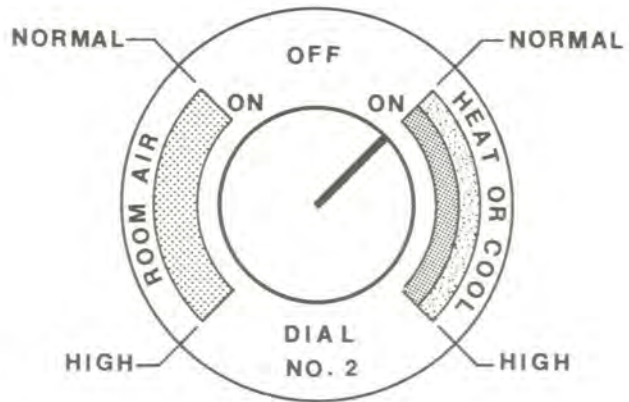
Accordingly, the control heating systems of all three headquarters buildings are being adjusted to bring the temperatures to these levels.

Employees whose work stations are near window heating/cooling units are urged to keep the units turned off or to operate them the minimum time necessary. If the heaters must be operated, they should be set as indicated in the following diagram.

TEMPERATURE



FAN SWITCH



In addition, we remind DOT employees to:

1. Dress warmly and keep a sweater handy.
2. Turn off all unneeded lights (unoccupied conference rooms, file and storage areas, etc.).
3. Turn off lights when leaving at the end of the day and when leaving an office unoccupied for a period of time (lunch time, long meetings, etc.).

Should conditions in your particular area become too severe, call the "Building Services" number for your building.

Headquarters Building - ext. 62458

FOB-10A - ext. 63340

Trans Point - ext. 69109