Our Ref: OM-OA/007

24 July 2001

MEMORANDUM

To : Members of the Staff

From : Tan L S

Subject : Energy Conservation

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Mr Andrew Loh found on one Saturday morning that one after-hour air conditioning unit in the general office outside his room was left operating overnight (Friday). There were also occasions when the air conditioning units and/or lights were left 'on' during lunch hours and after-office hours when the areas were not occupied.

You are reminded to **SWITCH OFF** the following before leaving your workplace and/or the office especially during lunch time and after office closure:

* The computers and peripherals which you are working on.
* Lights for your work area and other areas in the vicinity which are not occupied.
* Air conditioning units serving your area and other areas in the vicinity which are unoccupied.
* Copiers (after-hour).
* Master switch in the entrance cupboard controlling all air conditioning units (after-hour).

After office closure, please also ensure that both locks at the main doors (Unit #03-03 & #03-02A) are activated before you leave the office.

TAN L S

cc RT/LCT
cc Memo File

TLS/sl