



DEPARTMENT OF MANAGEMENT
SERVICES

"We serve those who
serve Florida"

JEB BUSH
Governor

Tom Lewis, Jr.
Secretary

MyFlorida.com



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Dear Agency Heads:

The damage Hurricane Katrina did to natural gas and gasoline production and distribution facilities will place a strain on our electricity providers and on our gasoline supplies.

As one of Florida's largest employers, effective immediately, we are leading by example and implementing energy conservation measures at all Department of Management Services Facilities around the state.

We are implementing the following guidelines:

1. Turn off and unplug all non-essential equipment.
2. Turn off and unplug all non-essential, personal appliances, including microwave ovens, coffee pots, refrigerators, toaster ovens, etc. (exceptions are those devices that serve in central locations such break rooms).
3. Turn off all lights, computers and office equipment at night.
4. If applicable and safe, turn off overhead lighting during the day.
5. Adjust air conditioning thermostats slightly upward. Employees should dress accordingly and professionally.
6. Evaluate and adjust travel plans.
7. Use hybrid vehicles when possible.
8. If applicable, evaluate and implement opportunities for employees to telecommute.

Employees are also encouraged to provide suggestions on how the state can conserve additional energy, such as taking stairs instead of elevators. Please work with your immediate supervisor and building manager on suggestions that are appropriate for your facility.

We only manage a portion of the state-owned buildings. Therefore, we request those agencies that have their own facilities to adopt these same guidelines.

Employees can also assist by applying similar guidelines at home. Turn your air conditioner off when leaving for work; keep lights off when no one is in the room and use ceiling fans. We also suggest conserving gasoline by reducing the number of trips and carpooling.

Sincerely,

Tom Lewis, Jr.
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Phase I

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Phase II

1. Implement Phase I.
2. Implement a strict 8:00 am – 5:00 pm schedule for all non-critical facilities. Set all lighting and HVAC systems to this schedule (critical facilities are those required to operate outside of the 8:00 am - 5:00 pm schedule such as the Emergency Operations Center).
3. Restrict non-emergency travel.

Phase III

1. Implement Phase I and II.
2. If applicable, reduce hours of operation.
3. Cancel all non-emergency travel.