*November 3, 2008*

*We should conserve more energy by powering down our computers and turning off more lights.*

November 5, 2008

Hello:

I'm asking, via this email, for Steve Smith to provide a response to this question. We get a lot of questions about the lights being on in the Butrovich Building and I'd like to have a definitive answer. I know the lights in my area of the building are automatic and go off if there is no activity, but I don't know about the rest of the building. We also need guidance on powering computers on and off. I've been told that it’s hard on the computers to turn them on and off and only needs to be done once a week. We could all use some current information on these obvious energy-saving techniques.

Thanks for your input.

Wendy Redman

**FOLLOW-UP:**  Email to Steve Smith for review and response.