



**Dave Heineman**  
Governor

## STATE OF NEBRASKA

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### MEMORANDUM

**TO:** Agencies, Boards and Commissions  
**FROM:** Dave Heineman, Governor *Dave Heineman*  
**DATE:** October 28, 2005  
**SUBJECT:** Energy Conservation

**THIS MEMO HAS BEEN SENT TO ALL AGENCIES, BOARDS, AND COMMISSIONS.  
PLEASE FORWARD TO ALL EMPLOYEES AS NECESSARY. THANK YOU**

Due to increasing global energy demand and energy infrastructure damage from hurricanes Katrina and Rita, it is important for all Nebraskans to conserve and be more energy efficient in light of expected high energy prices this winter. As Governor, I want state government to be a leader in this effort.

Therefore, I am asking each of you to do your part by adopting as many of the following measures as can be reasonably accomplished:

- Review and adopt an appropriate temperature range for occupied office space.
- Ensure that storage areas and unoccupied space be kept at the lowest temperature possible, preferably 50 degrees or lower.
- All employees responsible for facility maintenance should ensure that all mechanical equipment is operating in the most efficient and appropriate manner (i.e. boilers should be checked and tuned; hot water heaters should be checked and tuned).
- Facilities operating with steam systems should have all steam traps and valves checked to ensure their efficient and proper operation.
- Check window weather stripping and replace where needed.
- Adjust the automatic start-up and shut-down time of heating, ventilation and air conditioning systems (shorter ramp-up time to reach the target temperature range at the beginning of the work day and shorter ramp-down time at the end of the work day).

- Ensure all lights are shut off when space is unoccupied, especially after business hours and on weekends. Cleaning personnel should be instructed to turn off lights in each room immediately after it is cleaned. If security personnel are assigned to facilities, they should shut off any lights in unoccupied areas.
- Replace incandescent light bulbs with high efficiency compact fluorescent lamps.
- Shut off computers, printers and copy machines after business hours and on weekends. Review equipment sleep-timers and adjust them for shorter on-times.
- Shut off all decorative lighting in vending machines.

Thank you for your attention to this important issue.