Figure A.10  Memo Format (on plain paper)

October 7, 2003
To: Annette T. Califero
From: Kyle B. Abrams
Subject: A Low-Cost Way to Reduce Energy Use

As you requested, I've investigated low-cost ways to reduce our energy use. Reducing the building temperature on weekends is a change that we could make immediately, that would cost nothing, and that would cut our energy use by about 6%.

The Energy Savings from a Lower Weekend Temperature

Lowering the temperature from 68° to 60° from 8 p.m. Friday evening to 4 a.m. Monday morning could cut our total consumption by 6%. It is not feasible to lower the temperature on weeknights because a great many staff members work late; the cleaning crew also is on duty from 6 p.m. to midnight. Turning the temperature down for only four hours would not result in a significant heat saving.

Turning the heat back up at 4 a.m. will allow the building temperature to be back to 68° by 9 a.m. Our furnace already has computerized controls which can be set to automatically lower and raise the temperature.

How a Lower Temperature Would Affect Employees

A survey of employees shows that only 7 people use the building every weekend or almost every weekend. Eighteen percent of our staff have worked at least one weekend day in the last two months; 52% say they “occasionally” come in on weekends.

People who come in for an hour or less on weekends could cope with the lower temperature just by wearing warm clothes. However, most people would find 60° too cool for extended work. Employees who work regularly on weekends might want to install space heaters.

Action Needed to Implement the Change

Would you also like me to check into the cost of buying a dozen portable space heaters? Providing them would allow us to choose units that our wiring can handle and would be a nice gesture towards employees who give up their weekends to work. I could have a report to you in two weeks.

We can begin saving energy immediately. Just authorize the lower temperature, and I'll see that the controls are reset for this weekend.

Memos are initiated by
Top, Front, Subject block — no signature

Heads are optional in memos

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