



Secretariat

ST/IC/89/34

16 May 1989

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INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for General Services

Subject: CONSERVATION OF ELECTRIC POWER AND STEAM AT HEADQUARTERS

1. The need for economy in the use of energy at Headquarters and elsewhere has been drawn to the attention of the staff on previous occasions. Over the years, various economy measures in the use of electricity and steam, which are required for heating and air-conditioning, have been placed into effect centrally. These efforts have, in the past, achieved reductions in the consumption of both electricity and steam.
2. In view of the increases in operating costs, there is a continuing need for further economies in the use of energy both in the Secretariat and the DC buildings.
3. With the co-operation of staff, there was a significant reduction in the consumption of electricity in 1986. However, a recent audit report indicated that consumption is again on the increase. A random sampling of the staff members' adherence to the instructions contained in circular ST/IC/88/37 conducted on 20 floors throughout the Secretariat and DC buildings over a seven-day period revealed that over 60 per cent of the rooms checked did not have their lights turned off at the end of the working day. This makes it necessary to reiterate previous requests for co-operation in effecting energy conservation measures.
4. Staff members are accordingly urged:
  - (a) To turn off lights in offices, conference and meeting rooms, machine rooms and store-rooms when they are not in use and when leaving at the end of the working day;
  - (b) To turn off the following electrical equipment: personal computers, microcomputer printers, calculators, typewriters, desk lights, photocopiers and printers attached to word-processing systems at the end of the working day. DO NOT TURN OFF THE FOLLOWING SPECIALIZED EQUIPMENT: WANG VS AND OIS CENTRAL PROCESSING

UNITS AND TERMINALS (SCREENS) THAT ARE DIRECTLY CONNECTED TO THE NEW YORK COMPUTING SERVICE MAINFRAME COMPUTER. If you are uncertain about a particular device, please contact the Office of the Director, Electronic Services Division, ext. 3-6472, to determine the appropriate course of action;

(c) To avoid turning on office lights that are not actually needed during daylight hours;

(d) To regulate venetian blinds according to the season, to the extent that this does not result in visual discomfort or strain. During the cooling season, this is done most effectively before the sunlight reaches maximum levels. Staff on the east side of the Secretariat building should lower blinds before leaving in the evening. Likewise, staff on the west side of the Secretariat building and those on the south side of the DC buildings will find it helpful to lower blinds before leaving for lunch. In the winter months all staff are urged to lower blinds before leaving the office in the evening in order to reduce overnight heat losses.

5. The present circular supersedes circular ST/IC/88/37.

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