

UECO/BEM Responsibilities

1. Close all windows and doors for air conditioned spaces.
2. Set thermostats to no cooler than 74 degrees for air conditioned spaces.
3. Turn off lights/air conditioning in unoccupied rooms, if possible.
4. Turn off all office/shop equipment-computers, printers, copiers, shredders, etc. at the end of the day and whenever practical during working hours.
5. Ensure power-save or sleep mode is set to activate in no more than 30 minutes on all office equipment.
6. Consolidate RD's into as few buildings as possible, do a walk-through of all unoccupied unit buildings to ensure lights are off, electric equipment is off if possible and set back temperature settings to 80 degrees.
7. Advise personnel to wash/dry full loads of clothes.
8. Minimize the number of refrigerators, no personal refrigerators(less than 5 CF), 1 cu ft per person.
9. Ensure surrounding landscape is watered between 1700-0900, no excess watering (indicated by run-off or puddling) and sprinklers are watering landscape not roads/sidewalks/ building sides.
10. Check facility and submit service orders for:
 - Broken doors or glass.
 - Non-functioning air conditioning controls.
 - Broken/misadjusted timers or sensors.
 - Leaking water fixtures.
 - Sprinklers not operating correctly or broken.

Service orders are for repairs, DPW Service Order desk 656-1275, or online at:
<http://www.dpw.hawaii.army.mil/ifsworkorder/startup.aspx>