

**Department of Buildings & General Services**  
**Office of the Commissioner**  
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*Agency of Administration*

## MEMORANDUM

**TO: Directors and District Facility Mangers**

**FROM: R. Tasha Wallis, Commissioner**

**DATE: June 26, 2006**

**SUBJECT: BGS Policy #40 – Air Conditioning in State Facilities  
Immediate Action**

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The health and safety of all employees and public visitors that use our state buildings to conduct business is paramount and we have erred in moving so quickly to implement BGS Policy #40. The Secretary of Administration has established through BGS a minimum setting of 76° for all air conditioning control systems, effective immediately.

Your efforts and eagerness to reduce energy consumption should be commended, but we need to take clear steps to clarify the policy and develop guidelines for implementing.

Please take immediate steps necessary to reset all buildings that currently have air conditioning control systems to 76°. Report to Bill Laferriere areas where there are no humidity controls. In buildings that we have already established clear special situations; continue to maintain and monitor our agreements.

