TO FACULTY, STAFF AND STUDENTS:

Shortages of natural gas are occurring in most all areas of the country. It is also true locally and many companies are being forced to close down. It is vital that the University effect reductions in gas consumption.

Effective this date and over the next few days, Physical Plant personnel will begin lowering thermostats in all University buildings to 64° Fahrenheit. Only those areas where higher controlled temperatures are absolutely required will not be affected. Such areas not already identified should be communicated to Mr. Charles Moorleghen, Director of Physical Plant, extension 2550.

Further reductions in temperature will be effected late night and early morning hours. Temperatures will also be reduced on weekends in buildings and areas not scheduled for use. All future scheduling of space will attempt to consolidate areas of activity.

University health officials have assured us that this lowering of temperature will not be a health hazard. They advise employees to dress warmer.

Because most University buildings are large and involve complicated air handling systems, some areas might experience temperatures lower than the designated 64°. If delivery systems cannot be adequately adjusted, the Director of Physical Plant may authorize alternate heating such as space heaters. Such units should be minimized.

I hope each of you will be understanding and cooperative in this effort to meet this local and national emergency.

Sincerely,

James F. Metcalf
Acting Vice President
for Business Affairs