



## Employees Urged to Conserve Electricity in Gateway Building During State's Power Crisis

**EDITOR'S NOTE:** The following memo was distributed to Gateway staff on Thursday from Frank Cardenas, Executive Officer, Administration. We think it's well worth repeating.

"As you all know, the State of California is in the midst of an energy crisis. While we here at Gateway receive our electricity from LADWP and therefore will remain largely unaffected by any shortages, MTA as a public agency still should make all reasonable efforts to conserve electric resources.

You can assist in these conservation efforts immediately by taking the following simple actions at the end of your business day:

- Be sure to turn off your PC and any other appliances.
- Turn off your under-cabinet lighting.
- Turn off the lights in your work area (if you have direct access to the switches and others won't be affected).

During the work day, we encourage you to observe the following energy saving practices:

- The new copiers on each floor have power saving features which are automatically activated when the machines have not been used for a period of time. Please do not interrupt this feature. It takes only seconds for the machines to re-power for use.
- If there are lights in your department that can be left off without impairing the quality of the work area (i.e. conference rooms not in use, extra desk lamps, under-cabinet lighting in vacant cubicles), please try leaving them off. Incidentally, the janitorial staff has been asked to proactively shut off lights where practical.

Thank you for doing your part to help MTA conserve energy during this crisis. We welcome any ideas you may have for additional energy conservation measures. Please [e-mail your suggestions](#) to Brian Soto, Director of General Services."

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