Blue Cross Blue Shield

INTER OFFICE MEMO

TO: Derald Smart AT: Director of Bldg. Mgt. DATE 1-21-76

FROM: Frazier Sinclair AT: Mail Operations

SUBJECT: Energy Conservation

We would appreciate having the lights and air-conditioning left on in the 1st floor Mail Operations daily until 5:30 P.M.

Our working hours in this department range from 6:30 A.M. to 5:30 P.M. daily.

We will contact your department for assistance when we are planning on working overtime other than our normal daily schedule.

Sincerely,

Frazier

Frazier

JFS/ph