

LATINO MUSEUM

Memo

Date: June 30, 2000
From: Denise Lugo, Director
To: Lisa Wong
Re: Energy saving as a team

Lisa, I realize that you are trying to do all you can in using cost-cutting measures, nevertheless, we have had major problems in your attempt to keep our electricity costs down. I realize that all you want to do is help out. In fact, it only causes us more problems and financial difficulty in the long run.

You need to work more closely with our facilities manager on knowing exactly which switches can be turned off. Turning off a light is not the same as turning off switches that provide the security of the museum as well as security of the employees. Therefore we avoid food spoiling and dripping of ice cream from the refrigerator and freezer. Too often you have turned off the wrong switches and valuable administrative work has been lost. In the long run we will end up paying more for cleaning and loss of administrative work.

Electrical alarm.

Yesterday, for about the fifth time in less than two months, the Alarm Company Edison called Jorge on a false alarm at 3AM. This means that he has to come to the building and reset the alarm and turn the electric current on. When Edison cannot reach Jorge, they call the Police, which is a very costly proposition, costing TLM \$200.00 to \$250.00 for each false alarm.

Once again, thank you sincerely for your energy and support as well as just hanging in there with us during this difficult time. Lisa, you are a great staff member and it is things like these that help us grow together as a team that works together rather than each one acting on their own.