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February 8, 2021

MEMORANDUM

TO : ALL BAFS PERSONNEL

FROM : OFFICE OF THE DIRECTOR

SUBJECT : GUIDANCE ON THE PROPER USE OF BAFS' AIR CONDITIONING UNIT

This is to inform all personnel of the Bureau of Agriculture and Fisheries Standards (BAFS) on the Guidelines pertaining to the proper use of BAFS' air conditioning units. This will help maintain and ensure that the building facilities and equipment are working efficiently and safely. The Guidelines will also aid us in ensuring a comfortable and safe working environment for all personnel.

Attached is the Guideline on the proper use of BAFS' air conditioning units.

For your proper guidance and strict compliance.


MYER G. MULA, PhD

OIC-Director *dm* *dm*

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THE GUIDELINES ON THE PROPER USE OF BAF'S AIR CONDITIONING UNITS

Time of Usage	: Air conditioning units shall be turned on not earlier than 7 AM and turned off at 5 PM, except during extended meetings, overtime work, or any other relevant activities in which it can be used up until the activities concluded. During 12:00 NN to 1:00 PM, the air conditioning units must be set at fan mode.
Keep the Temperature Stable	: Set your unit at a stable temperature preferably between 18-21°C. This will still keep your room comfortable and your air conditioning units will not be working so hard to maintain it.
Only Use it When You Need it	: Only use your air conditioner when you need it, make sure to turn off air conditioner when no one is using it or no one is in the room or during the coolest times of the day. If the room temperature is already cold assess whether you need to adjust or turn off the unit.
Close both Doors and Windows	: When using the air condition units make sure that all doors and windows are closed to avoid expending too much energy and make it easier for the equipment to operate.
Simultaneous use	: All air conditioning units stationed inside the same room must have the same set temperature. This is to ensure that the units will be more efficient in maintaining the room temperature and reduce the risk of damage on the air conditioning equipment.

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