



STATE OF HAWAII

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

Maui District Office
P.O. Box 1030
Wailuku, Hawaii 96793

October 22, 2009

MEMORANDUM

TO: All Agency Administrators In DAGS Buildings

FROM: David Victor *D. Victor*
Maui District Engineer

SUBJECT: Implementation of Furlough Days

The following is to advise all occupants of DAGS Maui District buildings that beginning Friday, October 23, 2009 the Department of Accounting & General Services will be observing furlough days on the two (2) Fridays of each month for the remainder of fiscal year 2010. See attachment for a similar notification memo from Russ K. Saito, Comptroller and calendar designating the actual days that DAGS will be off, which are highlighted in yellow.

The facilities affected by this action are as follows:

1. Wailuku State Office Building No. 1
2. Wailuku State Office Building No. 2
3. Wailuku Health Center
4. Department of Agriculture Kahului Office
5. Department of Health Vector Control
6. DAGS Maui District Office Facility
7. Kaunakakai State Office Building

Unless prohibited by operational or legal requirements, these buildings will be closed and the following DAGS services will not be available.

1. Custodial services
2. Repair and maintenance services
3. U.S. Postal mail service
4. Opening and closing of the building
5. Air Conditioning operation
6. Assistance in addressing building problems by DAGS staff

To accommodate departments that are not part of the Executive Branch or departments that are required to operate on days that have been designated as DAGS furlough days:

October 22, 2009

1. Each department should contact the DAGS Maui District Office at 877-3305 for building keys and the required training on opening and closing of the building (Wailuku State Office Building only).
2. Requests for air conditioning service should be made 48 hours in advance (Wailuku State Office Building and Kaunakakai State Office Building only). A charge will be assessed based on the actual cost of operating the system. Please contact Wade Shimabukuro at 877-3305 for an estimate of the cost to operate the AC system.
3. Emergencies such as waterline leaks, air condition malfunctions, electrical outages, etc. will be handled as if they occurred during non-operating hours. A service technician will respond to these emergency situations.

If any programs within your department require assistance or are otherwise affected by the above action, please contact Wade Shimabukuro or myself at 877-3305 by to request our support in keeping your areas operational during our furlough days.

Attach.

c: Ms. Patricia Hamamoto, Dept. of Education
Dr. Chiyome Fukino, Dept. of Health
Ms. Lillian Koller, Dept. of Human Services
Mr. Darwin Ching, Dept. of Labor & Industrial Relations
Mr. Kurt Kawafuchi, Dept. of Taxation
Ms. Laura Thielen, Dept. of Land & Natural Resources
Ms. Sandra Lee Kunimoto, Chairperson, Department of Agriculture
Mr. Russ K. Saito, Comptroller