

INTERNAL COMMS

Macrocomm Health &amp; Safety Department



## INTERNAL COMMUNICATION: AIR CONDITIONING TEMPERATURE CONTROL REMINDER

Dear Team,

I trust that you are well

This is a friendly reminder not to adjust the air conditioning controllers in the office. It is important to maintain a consistent temperature across all units to ensure comfort and optimal efficiency throughout the workspace. All air conditioning controllers must have the temperature set to 21°C.

Changing the temperature can affect energy usage and cause discomfort for people working in different areas.

Your health and safety are important to us, by keeping the office at the stable temperature of 21°C we avoid creating differing climate conditions in the office which may lead to illnesses, for example flu.

Thank you for your understanding and cooperation.

**Masentle Ramela**

**Macrocomm Receptionist & Health and Safety Representative**