

## Greetings:

The Thanksgiving break for this year will begin Monday, November 23, which means all schools need to be shut down at the end of the day **this Friday, November 20.**

Most of the time clocks controlling your A/C, lights, water heaters, and so forth will only require the flipping of a switch to the "VACATION" position and most of your custodians are familiar with your specific shutdown procedures. If there are any questions or concerns about the shutdown however, do not hesitate to contact us. Our phone numbers are listed below.

We are requesting that classroom refrigerators and audio/visual items be unplugged for the holiday. The latest studies have shown that many electronic items, especially TVs, DVD players, and VCRs, continue to consume electricity when plugged in, **even when turned off.**

Computers and monitors do **not** need to be unplugged, but please shut them down; not only for energy savings but for the safety of the computers.

It is crucial that all schools are shut down properly on Friday to ensure the conservation of our natural and monetary resources.

The energy manager assigned to your school will be sending specific instructions on how to shut down your individual school later this week. Please keep an eye out for that e-mail.

Have a great holiday.

## Energy Management

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