

Dear District Personnel,

Please make the necessary preparations now to shutdown, unplug and set back the energy-consuming items in your rooms, workstations and buildings. All of our facilities will be empty for the upcoming Winter Recess providing us with the opportunity to save energy and save money. Your efforts are highly valued.

Please make every effort to turn off and unplug where possible:

- Computers
- Monitors
- Lights – by the switches
- Fans
- Air Purifiers
- Television sets
- Smart Boards
- Copiers
- Fax Machines
- Scanners
- P.A. Systems
- Vending machines-except ice cream coolers

- All refrigerators, microwaves, water coolers, and all other appliances should be unplugged with doors left opened.

- Any residual refrigerated items can and should be stored in a central refrigerator within each building.

- Air Conditioners should be unplugged, turned off and heating systems set back to 55 degrees.

Thank you in advance for your cooperation and participation.

Have a safe and healthy Winter Break.

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NECSD Winter Energy Guidelines

1. Set thermostats to 68 degrees for occupied times and set back to 55 degrees during unoccupied times.
For prolonged unoccupied periods such as weekends, holidays and Winter Recess, set points should be raised earlier to ensure comfort levels in time for occupancy.
2. Keep all interior and exterior doors and windows closed.
This allows thermostats and the associated heating systems to work efficiently to provide heat to the space. Opened doors and windows allow heating systems to operate continuously without ever reaching desired temperatures.
3. Report any instances of overheating and/or malfunctioning heating equipment.
This is especially important before opening windows as it allows the Building Custodian and Maintenance staff to make adjustments and/or schedule repairs.
4. Window and thru-the-wall air conditioners need to be unplugged and covered sealing off outside air infiltration.
This prevents not only heat loss but uncomfortable drafts that can be easily remedied by having some clear plastic placed just inside the cover of the A/C unit. Left uncovered, air conditioners are similar to leaving a window open.
5. Central A/C systems must be turned off at the thermostat.
Operating Air Conditioning during the heating season is wasteful.

Your attention to these simple practices will go far towards providing comfort while saving valuable energy.

-Thank you for your participation and cooperation-