

**Donna Independent School District
Energy Management Department**

**2021 Winter Break Shutdown Procedures
Important Notice**

By following a few recommended actions below, we can ensure a successful “2021 Winter Break Shutdown” and savings in energy conservation.

1. **Close and lock all windows and doors and make sure all shades are down.**
2. **Turn off office and classroom computers, monitors, interactive flat panels, smart boards, printers, scanners, DVDs and any other non-essential classroom/office electronic equipment. Servers are an exception.**
3. **Turn off and unplug ALL personal appliances and equipment, such as fans, coffee pots, microwaves, radios and refrigerators. Unplug, defrost, clean and leave the refrigerator door open. Only one refrigerator may be kept available for custodian staff during the break. Nurses’ Office refrigerators are an exception.**
4. **Turn off ALL interior lights.**

If you have any questions or suggestions, feel free to contact Philip Waldron at pwaldron@donnaisd.net.

**Have a Merry Christmas and a
Happy New Year!**



“THE DISTRICT”