



Custodians hired subsequent after July 1, 2000 will also work the same schedule as Plant Managers.

however, we encourage Custodians to take vacation during this period.

**Closure of School Buildings**

School principals should make any necessary changes on Civic Center permits, and notify parents and the community that buildings will be closed.

Please direct staff members to observe the following energy conservation guidelines before they leave for Winter Break December 26, 2011 through January 6, 2012

- All doors and windows shall be closed and locked.
- All HVAC units shall be turned off.
- All personal appliances, including refrigerators, microwaves, and coffeemakers shall be unplugged.
- All office equipment (copiers, printers, etc.) shall be turned off.