

# **NEWBURGH ENLARGED CITY SCHOOL DISTRICT**

Roger Ramjug  
NECSD Energy Education

[Energy@Necsd.net](mailto:Energy@Necsd.net)  
(845) 527-0972

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Dear District Personnel:

I am writing to reinforce our commitment to our energy conservation shutdown during the upcoming Spring Recess/break. As of Friday of this week our facilities will be, for the most part, unoccupied for the next ten days. During this time any unnecessary energy usage is wasted and costly.

As we are all energy users we ask everyone to be especially vigilant towards shutting off and also unplugging any and all electrically-powered items. Our goal is to eliminate energy waste.

Attached is a Shutdown Checklist of procedures necessary to achieve that goal. Please contact me with any questions and/or concerns.

Energy Audits will be conducted during the break and I look forward to reporting on our success.

Thank you in advance for your cooperation and participation.

Have a safe, healthy and enjoyable Spring Recess.

Sincerely,  
Roger Ramjug  
Energy Education Specialist