



Preparation and Service for 2018 Season Days

ENERGY REDUCTION

Please do your part to help reduce our utility consumption and make a positive impact on the environment.

- Turn off all unused office equipment such as computers, monitors, printers, fans, coffee makers, and lights and unplug cell phone chargers.
- Set thermostats per your facility manager's recommendations.
- Close windows to save energy and prevent water pipes and sprinkler heads from freezing.
- Close fume hoods and, where available, switch them to "low" or "unoccupied."
- Contact your Regional Energy Manager (or energyconservation@umich.edu) with any questions about energy use in your building.

Facility Managers: Ventilation systems will be modified/set-back where possible, in collaboration with facility managers, to best optimize energy use. Provide Building Automation Systems (FO-BldgAutoSys@umich.edu) with schedule information if you need facility ventilation turned on for special events or activities over the holiday period (5 p.m. Dec. 24 to 1 a.m. Jan. 2). Systems that serve labs, animal rooms, and research areas with fume hoods or that have special ventilation requirements will run on their normal schedules.

TRANSPORTATION

Use the Google Transit Planner to plan your trips during the holiday period. You can find it at ltp.umich.edu.

There will be **NO BUS SERVICE** on **Dec. 25** or **Jan. 1**. Regular campus and Michigan Medicine bus service will be modified as follows:

- Northwood Express and Diag-to-Diag will run through Dec. 11 (the last day of classes) and resume Jan. 7 (the first day of classes).
- Bursley/Baits and Oxford Shuttle routes will run through Dec. 20 and resume Jan. 9.
- Northwood route will run regular service through Dec. 20 and resume Jan. 9.
 - Dec. 21-24 and Dec. 26-Jan. 6: Northwood buses will run every 40 minutes and will follow the Winter Break schedule at ltp.umich.edu. **Winter Break Northwood Service will end early on Dec. 24.**
- Commuter, Wall St-NIB, Wall St Express, North-East Shuttle, and Med Express routes will run through Dec. 21 and resume Jan. 2.
 - Dec. 24, 26-28 and 31: The Wall St. Express will run a **special holiday schedule between 6:15 a.m. and 8:00 p.m.** from and to the Wall St. Parking Structure. Bus frequency will vary from 7-15 minutes depending on the time of day. Please check the departure schedule at ltp.umich.edu.
 - Commuter lot parkers (NC90/91, Glazier Way, Mitchell Field, NC78 and Crisler Center lots) are encouraged to park FREE in the Wall St. Parking Structure and Wall St. blue permit surface lots and take the Wall St. Express to/from the hospitals. There will be **NO BUS SERVICE** for the NC90/91, Glazier Way, Mitchell Field, NC78 or Crisler Center commuter lots Dec. 25 through Jan. 1.
- Paratransit Service: Regular service will be available through Dec. 21 and will resume on Jan. 7. Passengers who need the service between those dates may call Blue Cab directly at 734-547-2222.
- SafeRide will be available through Dec. 20 and will resume on Jan. 7.

Fleet Services will be closed Dec. 22 through Jan. 1. Vehicles to be rented during this time will need to be picked up prior to closing on Dec. 21.

Service Stations:

- The Baxter Road Service Station will remain in service throughout the season day period.
- The Kipke Drive site will be accessible on a limited basis, as the gates for the SC10 Lot will be closed during non-operational hours.

The Fleet Garage will be closed Dec. 22 through Jan. 1. Normal operating hours resume on Jan. 2. For vehicle emergencies when the garage is closed, contact University Police (763-1131).

PARKING

From 5 p.m. on Fri, Dec. 21 to 6 a.m. on Wed, Jan. 2:

- Permits are required in P1, P2/P3, P4 and P5 structures and M95 (Arbor Heights) surface lot. These parking areas will be enforced throughout the holiday season. In addition, special signed spaces (Gold, Accessible, Service, Business, and Commercial Vehicle) will require appropriate permits and remain enforced at all times.
- Permits are not required in all other U-M parking lots and structures. Recommended free parking options:
 - Structures: Glen, Catherine, Ann, Wall St, Fletcher and Palmer
 - Lots: M27, M28, M29, M34, M50, M65, M66, M76, M87, M71* and Fuller Pool* (*per U-M hours)
- Medical Campus afternoon or night shift staff, who cannot be accommodated by the Wall St. Express bus service, can park in P2 from Dec. 25 - Jan. 1. Staff must exit via a patient/visitor lane and show their Yellow or Orange parking permit to the attendant for free exit.
- Patient and visitor parking will continue at P1 - P5 throughout the holiday season, except on Dec. 25 and Jan. 1 when parking will be free. Patient and visitor parking at Fletcher and Palmer Structures will be free throughout the holiday season (Dec. 24 - Jan. 1).

Parking Customer Services offices (523 S Division St and UH South) will be closed Dec. 22 to 7:30 a.m. Jan. 2.

RADIOACTIVE AND HAZARDOUS MATERIALS

Environment, Health and Safety (EHS) Radiation Safety Service will close from 4:30 p.m. on Dec. 21 through Jan. 1. We will be unable to deliver radioactive material packages during that time. Please plan ahead when placing orders: 1) contact Radiation Safety (764-6200) for clearance codes no later than Dec. 14 and 2) confirm with vendors when placing orders that packages will arrive no later than noon Fri, Dec. 21. Normal operations will resume on Jan. 2.

EHS Hazardous Materials Management will collect radioactive, chemical, and medical/pathological wastes through Dec. 21. Collection will resume on Jan. 2. Please call EHS-HMM at 763-4568 by Dec. 14 to schedule special collections. Labs closing over the break should secure all chemicals and experiments and shut ventilation hood sashes before leaving.

MAINTENANCE

Over the season days and on the holidays, the Maintenance Regions will operate with limited crews to monitor buildings and perform routine maintenance and select maintenance projects. Call the Facilities Service Center at 647-2059 for maintenance requests during this time.

KEY OFFICE

The Key Office will be closed from 2 p.m. on Dec. 24 until 7:30 a.m. on Jan. 2. Problems with building access, doors, or locks during this time period should be reported to the Facilities Service Center at 647-2059.

CUSTODIAL SERVICES

The last day for regular custodial service will be Dec. 21. Upon request, limited custodial service for common area and restroom cleaning can be provided Dec. 22 through Jan. 1. Email your request to Facilities Service Center at FO-service-center@umich.edu as soon as possible. Normal operations will resume on Jan. 2.

WASTE AND RECYCLING COLLECTION

Waste and recycling collection needs will be monitored and performed during season days as needed. Call the Facilities Services Center (647-2059) if there are additional needs.

Phone support will be available throughout the holiday break. Please call:

- **647-2059** to reach the Facilities Service Center for maintenance requests, including custodial, pest management, and grounds and parking maintenance
- **763-1131** to reach University Police for non-emergencies or **911** for crimes or other emergency situations

Facilities and Operations wishes you a happy and safe season!