



Preparation and Service for 2020 Season Days

ENERGY REDUCTION

Please do your part to help save energy, especially in spaces that will remain unoccupied for longer than usual, by:

- Turning off all unused office equipment, such as computers, monitors, printers, coffee makers, lights, and unplugging cell phone chargers
- Where possible, setting thermostats back to no lower than 68° F
- Closing windows to prevent frozen pipes or excessive heating
- Closing fume hood sashes and, where available, switching them to the “low” or “unoccupied” setting; contact your Regional Energy Manager (REM), if applicable, to assist with this effort

Facility Managers: Ventilation systems will be set back where possible in collaboration with you, REMs, Building Automation Services (BAS), and per COVID HVAC guidelines. Systems that serve labs, animal rooms, and research areas with fume hoods or that have special ventilation requirements will remain on and operate normally. For all other areas, systems will be scheduled to run a minimum of 4 hours per day (per COVID HVAC guidelines) from 5 p.m. on Dec. 22 through 1 a.m. on Jan. 4. For additional scheduling changes, follow your normal scheduling method of contacting your REM. If immediate changes are needed, contact BAS at FO-BldgAutoSys@umich.edu or 763-4013.

TRANSPORTATION

There will be NO BUS SERVICE on Dec. 25 or Jan. 1 and bus service throughout the break (starting Dec. 23) will be modified. Visit ltp.umich.edu for details.

Fleet Services will be closed Dec. 23 until 7 a.m. on Jan 4. Vehicles to be rented over the season day period will need to be picked up prior to closing on Dec. 22.

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.

Fleet Garage will be closed Dec. 25 through Jan. 4. For vehicle emergencies when the garage is closed, contact University Police (763-1131) and your call will be returned by a garage supervisor.

PARKING

Parking permit enforcement will be modified from 5 p.m. on Dec. 22 through 6 a.m. on Jan. 4. Visit ltp.umich.edu for details.

Parking Customer Services Offices (523 S. Division St. and UH South) will be closed beginning Dec. 23 and will reopen at 7:30 a.m. on Jan. 4.

RADIOACTIVE AND HAZARDOUS MATERIALS

Radiation Safety Service will close at 4 p.m. on Dec. 22 and resume normal operations on Jan. 4. Radioactive material packages will *not* be delivered during that time. Please plan ahead when placing orders. Contact Radiation Safety

(764-6200) for clearance codes no later than Dec. 14 and confirm with vendors when placing orders that radioactive material packages will arrive no later than noon on Dec. 22.

All hazardous waste collection and supply delivery will be suspended from 4 p.m. on Dec. 22 until Jan. 4. Please contact Environment, Health and Safety (763-4568) by Dec. 14 to schedule collection/delivery.

CUSTODIAL SERVICE

The last day for regular custodial service will be Dec. 22. Upon request, limited custodial service for common area and restroom cleaning can be provided Dec. 25 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. 4.

WASTE AND RECYCLING COLLECTION

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

MAINTENANCE

Maintenance - Regions will operate with limited crews to monitor buildings and perform routine maintenance and select maintenance projects. Call the Facilities Service Center for maintenance requests during this time.

KEY OFFICE

The Key Office will be closed from 3:45 p.m. on Dec. 22 until 7:30 a.m. on Jan. 4. Problems with building access, doors, or locks during this time period should be reported to the Facilities Service Center.

UTILITIES

Utilities will have staff on call to respond to utility system issues. Call the Facilities Service Center to report any utility issues.

SAFETY

We need your help to maintain a safe and secure environment. Please remind your staff, faculty, and student colleagues to complete the following before they leave their work, research, or living areas for break:

- Close and lock all windows and doors
- Secure valuables and lock desks and closets
- Ensure the safe shutdown of labs that will not be operating (cap chemicals, shut down equipment, etc.)

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 DPSS for non-emergencies or **911** for crimes or other emergency situations

Facilities and Operations wishes you a safe and happy season!