Preparation and Service for Thanksgiving 2022

PARKING AND TRANSPORTATION
Please see Logistics, Transportation and Parking’s website for parking and transportation service modifications for the Thanksgiving holiday and extended break.

HAZARDOUS WASTE AND RADIOACTIVE MATERIALS
All hazardous materials waste collection, waste disposal supply deliveries, and radioactive material deliveries/transfers will be suspended from 4 pm on Tue, Nov 22 until 8 am on Mon, Nov 28. Please place any waste collection requests, supply orders, radioactive material orders, or transfer requests in advance. Use the Radiation Safety Service Clearance Code Request (ehs.umich.edu/clearance-code-request/) to request a clearance code no later than Tue, Nov 15, and confirm with vendors that radioactive material shipments will arrive at EHS no later than noon on Tue, Nov 22. Call DPSS (3-1131 or 911) for any hazardous or radioactive spills.

ENERGY REDUCTION
Please do your part to help save energy 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

Facility Managers:
- Ventilation systems will be set back where possible in collaboration with your Regional Energy Manager, Building Automation Services (BAS), and per COVID HVAC guidelines.
  - Thur, Nov 24 will be scheduled as a holiday; fan systems will be scheduled off.
  - On Fri, Sat, and Sun Nov 25-27, normal schedules will be followed unless a change request is received.
- Systems that serve labs, animal rooms, and research areas with fume hoods will remain on. Systems that have other special ventilation requirements will be addressed individually. For scheduling changes, submit a change request through your normal method (contacting your REM or contacting BAS at FO-BldgAutoSys@umich.edu) by Thurs, Nov 17 at 5 pm.

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 and on-call staff will be available throughout the holiday break. Please call:
● 734-647-2059 to reach the Facilities Service Center for issues including custodial, pest management, grounds, utilities, and parking maintenance
● 734-763-1131 to reach DPSS for non-emergencies or 911 for crimes or other emergency situations

Facilities and Operations wishes you a safe and happy holiday!