



## Preparation and Service for Thanksgiving 2021

### 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. 23 until 8 am on Mon., Nov. 29. 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/](https://ehs.umich.edu/clearance-code-request/)) to request a clearance code no later than Tue., Nov. 16, and confirm with vendors that radioactive material shipments will arrive at EHS no later than noon on Tue., Nov. 23. 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. 25 will be scheduled as a holiday; fan systems will be scheduled off.
  - On Fri. and Sat., Nov. 26 and 27, normal schedules will be followed unless a change request is received (4-hour minimum runtime is required).
  - On Sun., Nov. 28, normal schedules will be followed.
- 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](mailto:FO-BldgAutoSys@umich.edu)) by Thurs., Nov. 18 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!**