Preparation and Service for Thanksgiving 2020

**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 will be suspended from 4 p.m. on Tue., Nov. 24 until 8 a.m. on Mon., Nov. 30. Please place any waste collection requests, supply orders, or radioactive material orders in advance. Contact Radiation Safety Service (4-6200) for a clearance code no later than Nov. 18 and confirm with vendors that packages will arrive no later than noon on Nov. 24. Call DPSS (3-1131 or 911) for any hazardous or radioactive spills.

**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 be addressed individually. For scheduling changes, follow your normal scheduling method (contacting your REM or contacting BAS at FO-BldgAutoSys@umich.edu or 763-4013). Contact your REM for additional energy-saving opportunities during this and other upcoming breaks.

**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:

- **734-647-2059** to reach the Facilities Service Center for maintenance requests, including custodial, pest management, and grounds 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!*