Preparation and Service for 2022 Season Days

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 coordination with your Regional Energy Manager (REM), Building Automation Services (BAS), and per COVID HVAC guidelines.
  - Dec 24, 25, 26, 31 and Jan 1, 2 will be scheduled as holidays; fan systems will be scheduled off.
  - All other days (Dec 20 - Jan 3), normal schedules will be followed unless a change request is received.
  - On Jan 4 (start of classes), 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) by Dec 21 at noon.

TRANSPORTATION
There will be NO BUS or SHUTTLE SERVICE on Dec 25-26 or Jan 1-2 and bus service throughout the break (starting Dec 21) will be modified. Visit ltp.umich.edu for details.

Fleet Services will be closed from Dec 24 until 7 a.m. on Jan 3. Vehicles to be rented over the season day period will need to be picked up prior to closing on Dec 23.

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 24 through Jan 2. 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 noon on Dec 23 through 6 a.m. on Jan 3. Visit ltp.umich.edu for details.

Parking Customer Services Offices (523 S. Division St. and UH South) will be closed beginning Dec 24 and will reopen at 7:30 a.m. on Jan 3.
RADIOACTIVE AND HAZARDOUS MATERIALS
All hazardous materials waste collection, waste disposal supply deliveries, and radioactive material deliveries/transfers will be suspended from 4 p.m. on Thurs, Dec 22 until 8 a.m. on Tues, Jan 3. For hazardous waste collection and supply delivery, please contact Environment, Health and Safety (763-4568) by Dec 15 to schedule collection/delivery. For radioactive material orders or transfer requests, use the Radiation Safety Service Clearance Code Request (ehs.umich.edu/clearance-code-request/) to request a clearance code no later than Fri, Dec 16, and confirm with vendors that radioactive material shipments will arrive at EHS no later than noon on Thurs, Dec 22. Call DPSS (3-1131 or 911) for any hazardous or radioactive spills.

CUSTODIAL SERVICE
The last day for regular custodial service will be Dec 23. Upon request, limited custodial service for common area and restroom cleaning can be provided Dec 27 through Dec 30. Email your request to the Facilities Service Center at FO-service-center@umich.edu as soon as possible. Normal operations will resume on Jan 3.

WASTE, RECYCLING, AND COMPOST COLLECTION
Waste 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. If there is a countertop compost bin in your space, please empty it into a full-size standard bin before leaving the office.

MAINTENANCE
Maintenance Services 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 issues including custodial, pest management, grounds, utilities, 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!