



Preparation and Service for Thanksgiving 2023

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 waste collections, waste disposal supply deliveries, and radioactive material deliveries/transfers will be suspended from 4 p.m. on Tue, Nov 21 until 8 a.m. on Mon, Nov 27. Please place any waste collection requests, supply orders, radioactive material orders, or transfer requests in advance. [Request a clearance code](#) by Tue, Nov 14, and confirm with vendors that radioactive material shipments will arrive at EHS no later than noon on Tue, Nov 21. 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, set thermostats back to no lower than 68° F
- Closing windows to prevent excessive heating and costly frozen pipes
- Closing fume hood sashes and, where available, switching them to "low" or "unoccupied"

Facility Managers:

- Ventilation system schedules will be set back where possible in collaboration with your Regional Energy Manager (REM) and Building Automation Services (BAS). **For Nov 23-26, 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 (contact your REM or BAS at FO-BldgAutoSys@umich.edu) by Thurs, Nov 16 at 5 p.m.

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 general maintenance, 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!