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!