



Preparation and Service for 2023 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 system schedules will be set back where possible in collaboration with your Regional Energy Manager (REM) and Building Automation Services (BAS). **For Dec 22 – Jan 2, 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 Fri, Dec 15 (last day of exams) at 5 p.m.

TRANSPORTATION

There will be NO BUS or SHUTTLE SERVICE on Dec 25 and Jan 1. Modified service will run from Dec 16 through Jan 6. Visit ltp.umich.edu for details.

Fleet Services will be closed from Dec 25 until 6:30 a.m. on Jan 2. Vehicles to be rented over the season day period need to be picked up before closing on Dec 22.

Service Stations:

- The Baxter Road Service Station will remain in service throughout the season day period.
- During the week, the Kipke Drive gate leading to SC10 will be open from approximately 7:00 a.m. - 2:30 p.m. If you forecast needing access to this site outside of these hours, it can only be done via radio. To obtain radio channel access, you must contact the Radio Shop *before the season days*. Contact John Hirsch: radio channel 5B, johnhirs@umich.edu, or FSC (7-2059).

Fleet Garage will be closed Dec 23 through Jan 1. For vehicle concerns when the garage is closed, contact DPSS at [734-763-1131](tel:734-763-1131) or dial 911 in an emergency. If necessary, DPSS can arrange for assistance from Fleet Garage.

PARKING

Parking permit enforcement will be modified from noon on Dec 22 through 6 a.m. on Jan 2. Visit ltp.umich.edu for details.

Parking Customer Services Offices (523 S. Division St. and UH South) will be closed beginning Dec 23 and will reopen at 7:30 a.m. on Jan 2.

RADIOACTIVE AND HAZARDOUS MATERIALS

All hazardous waste collections, waste disposal supply deliveries, and radioactive material deliveries/transfers will be suspended from 4 p.m. on Thurs, Dec 21 until 8 a.m. on Tues, Jan 2.

For hazardous waste collection and supply delivery, contact Environment, Health & Safety (763-4568) by Fri, Dec 15 to schedule collection/delivery.

For radioactive material orders, request a Radiation Safety Service [clearance code](#) by Fri, Dec 15, and confirm with vendors that radioactive material shipments will arrive at EHS no later than noon on Thurs, Dec 21. For transfers of radioactive material, contact EHS (647-1143) by Fri, Dec 15.

Call DPSS (3-1131 or 911) for any hazardous or radioactive spills.

CUSTODIAL SERVICE

The last day for regular custodial service will be Dec 22. Upon request, limited custodial service for common area and restroom cleaning can be provided Dec 26 through Dec 29. Email your request to the Facilities Service Center at FO-service-center@umich.edu as soon as possible. Normal operations will resume on Jan 2.

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 7:00 a.m. on Jan 2. 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 maintenance, 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!