

Preparation and Service for Thanksgiving 2024

As we approach the Thanksgiving holiday, we appreciate your cooperation in ensuring our campus remains safe, secure, and energy-efficient.

Below you'll find important updates to help prepare for the upcoming break. Your efforts in implementing these measures are important for maintaining an optimal and sustainable environment during this period.

Thank you for your attention to these matters and your continued dedication to our university community.

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."

Additional energy reduction action for 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. 25-29, 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 Thursday, Nov. 21 at 5 p.m.

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 Tuesday, Nov. 26 until 8 a.m. on Monday, Dec. 2. Please place any waste collection requests, supply orders, radioactive material orders, or transfer requests in advance. [Request a clearance code](#) by Tuesday, Nov. 19, and confirm with vendors that radioactive material shipments will arrive at EHS no later than 12 p.m. on Tuesday, Nov. 26.

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

KEY OFFICE

The Key Office will be closed from 3 p.m. on Wednesday, Nov. 27 until 7 a.m. on Monday, Dec. 2. Problems with building access, doors, or locks during this time period should be reported to the Facilities Service Center.

PARKING AND TRANSPORTATION

Please see Logistics, Transportation and Parking's [website](#) for parking and transportation service modifications for the Thanksgiving holiday and extended break.

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!