

Preparation and Service for 2024 Season Days

As we prepare for the upcoming 2024 Season Days, 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.

CUSTODIAL SERVICE

The last day for regular custodial service will be Tuesday, Dec. 24. Upon request, limited custodial service for common area and restroom cleaning can be provided Dec. 26 through Dec. 31. Email your request to the Facilities Service Center at FO-service-center@umich.edu as soon as possible. Normal operations will resume on Thursday, Jan. 2.

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 frozen pipes or excessive heating.
- Closing fume hood sashes and, where available, switching them to the "low" or "unoccupied" setting.

Additional energy reduction action for Facility Managers:

- Non-critical ventilation system schedules may be set back where possible in collaboration with your Regional Energy Manager (REM) and Building Automation Services (BAS). For Dec. 25 – Jan. 1, normal schedules will be followed unless a change request is received. In the event of extreme cold conditions, systems in set back mode will run to protect facilities and equipment.
- 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 Friday, Dec. 13 at 5 p.m.

KEY OFFICE

The Key Office will be closed from 3 p.m. on Tuesday, Dec. 24 until 7 a.m. on Thursday, Jan. 2. Problems with building access, doors, or locks during this time period should be reported to the Facilities Service Center.

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.

PARKING

Parking permit enforcement will be modified from 5:00 p.m. on Monday, Dec. 23 through 6:00 a.m. on Thursday, Jan. 2. Visit ltp.umich.edu for details.

Parking Customer Services Offices (523 S. Division St. and UH South) will close at 12:00 p.m. on Tuesday, Dec. 24 and will reopen at 7:30 a.m. on Thursday, 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 Friday, Dec. 20 until 8 a.m. on Thursday, Jan. 2.

For hazardous waste collection and supply delivery, contact Environment, Health & Safety (734-763-4568) by Wednesday, Dec. 18 to schedule collection/delivery.

For radioactive material orders, request a Radiation Safety Service [clearance code](#) by Monday, Dec. 16, and confirm with vendors that radioactive material shipments will arrive at EHS no later than 12 p.m. on Friday, Dec. 20. For transfers of radioactive material, contact EHS (734-647-1143) by Monday, Dec. 16.

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

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:

- 734-647-2059 to reach the Facilities Service Center for issues including 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.

TRANSPORTATION

There will be NO BUS or SHUTTLE SERVICE on Wednesday, Dec. 25 and Wednesday, Jan. 1. Modified service will run from Monday, Dec. 16 through Saturday, Jan. 4. Regular service will resume on Sunday, Jan. 5. Visit the Logistics, Transportation and Parking [website](#) for details.

Fleet Services will be closed from Tuesday, Dec. 24 at 12:00 p.m. until 6:30 a.m. on Thursday, Jan 2. Vehicles to be rented over the season day period need to be picked up before closing at 12:00 p.m. on Tuesday, Dec. 24.

Fleet Garage will be closed from Tuesday, Dec. 24 at 12:00 p.m. until 6:30 a.m. on Thursday, Jan. 2. For vehicle concerns when the garage is closed, contact DPSS at 734-763-1131, call Roadside Assistance at 833-433-8841, or dial 911 in an emergency. If necessary, DPSS can arrange for assistance from Fleet Garage.

UTILITIES

Utilities will have staff on call to respond to utility system issues. Call the Facilities Service Center to report any utility issues.

WASTE, RECYCLING, AND COMPOST COLLECTION

Waste collection needs will be monitored and performed during the season days as needed. Call the Facilities Services Center (734-647-2059) 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.

**Facilities and Operations wishes you a safe and happy holiday season.
Thank you for your hard work and dedication throughout the year.**

Sent to F&O All Staff and Facilities Users Network (FUN) and posted on F&O's website.