

## Winter Holiday Closure 2019

The University of Baltimore will be closed during the upcoming winter holiday from Monday, December 23, 2019 through Wednesday, January 1, 2020. The University will reopen on Thursday, January 2, 2020.

### Building Services

Heating, ventilation and air conditioning services (HVAC) will be significantly reduced in buildings that will be closed during the break. Server rooms, critical data rooms and other predetermined occupied spaces will maintain normal temperature set points. The following conditions will apply in all closed buildings:

- Building heating systems will be set to unoccupied mode which maintains a minimum temperature set point of 60 degrees. Please note that the unoccupied mode is a standard setting we have been maintaining during the heating season when buildings are closed after 11:00 p.m. and during holidays.
- All lighting will remain functional although lighting in unoccupied areas will be turned off at wall switches.
- Campus ground services will not be provided unless there is a weather emergency.
- There will be limited custodial and maintenance support staff during the break.

All buildings will be locked during the break and Bee Card access will be disabled. Individuals authorized to be on campus during this period should dress for cool conditions since the building temperatures will be at a lower set point of 60 degrees. Individuals should take home any personal belongings such as plants or other items that may be adversely impacted during this holiday period.

### Office Cleanliness

The last trash pickup for office suites will be 10:00 a.m., after that time, any trash should be disposed of in common areas. The last pickup for hallways and common areas will be 6:00 p.m. on Friday, December 20<sup>th</sup>.

Please take home or throw out food items that may spoil and remember to clean out refrigerators, microwaves, and other kitchen items. Please clean soiled dishes & utensils and do not store food in desk drawers or in open containers. All food items need to be stored in sealed hard plastic containers to prevent pest infestation.

## Energy Saving Tips

In an effort to reduce our energy consumption, pollution and conserve resources, your help is needed. All departments, building coordinators and employees are requested to please support reducing energy costs by implementing the following power conservation measures over the holiday closure:

- Unplug all approved personal appliances including fans, radios, desk lamps, and overhead task lights.
- Unplug all supplemental electric heaters authorized and provided by Facilities Management.
- Turn off all office equipment including monitors, printers, plotters, facsimile machines and shredders.
- Log out of computers, but do not shut down.
- Turn off all equipment in labs.
- Turn off all unnecessary lights, including overhead lighting, lighting in unoccupied rooms, equipment and storage areas.
- Reduce overhead lighting, decorative lighting, signage and other lighting inside and out not necessary for security and safety.
- Unplug all approved kitchen/lunch room appliances, including microwaves, toaster ovens and coffee pots.
- Turn off all specialty equipment that will not be used over the campus closure period.
- Close all windows and exterior doors.