



2008 Campus Wide Manual Utilities Shutdown Effective December 24, 2008 – January 1, 2009

Maybe it's just a computer monitor with a colorful screen saver, an open laboratory fume hood, or a piece of unused research equipment, left to hum softly in an empty lab. When it comes to energy saving, it all makes a difference. As the holiday break approaches, it's time to begin a new holiday tradition that is a simple but vital concept: ***If you won't be using something over the holiday break, make sure it won't be wasting energy.***

To support this conservation goal, all campus buildings except Cramer Hall, designated research facilities, and University Fitness Center will be shut down for the Christmas Break. The campus IT system will not be affected. You will still be able to access your email and other information systems during the break. Additionally, your building will be accessible: if you must come into your office to work, you will simply need to wear your festive holiday sweater and remember to shut your office down when you leave.

Our goal is to reduce the electrical load to the lowest possible level during the holiday period. Each of us can also take part in the conservation effort by following some simple guidelines before we leave for the holidays.

FACULTY & STAFF (complete before leaving for your holiday)

NOTE: Unplugging equipment is preferable to turning it off as most electronic equipment continues to use power even when turned off. If however your equipment is plugged into a switched power strip, please shut off the power switch on the power strip.

Classrooms and Offices:

Please unplug or turn off the following equipment:

- Printers
- Computers and Monitors (offices and labs)
- Copiers
- Radios, TV's and video displays
- All appliances including refrigerators, microwaves, coffee machines, personal fans and heaters, etc. (Please remember to defrost your refrigerators and empty your refrigerators of contents before unplugging.)
- Chargers and power supplies for laptops, cell phones, and other equipment (need to be unplugged as these devices continue to consume power when plugged in even when they are not connected to the device)
- Remember to turn off your lights

Labs:

- Deactivate all unnecessary lab equipment
- Shut off all "once-through" water systems
- Ensure all fume-hood sashes are closed

- Ensure all fume-hood lights are turned off
- Consolidate items that need to be continually environmentally conditioned into a single cold room whenever possible
- Coordinate with Facilities personnel to deactivate the unused systems
- Brainstorm other opportunities to consolidate common items to minimize duplication of systems operations

FACILITIES DEPARTMENT WILL COMPLETE THESE MANUAL SHUT DOWNS

Manual:

- Hallway lighting will be reduced to egress lighting levels
- Domestic water heaters will be turned off
- Water Coolers will be turned off
- Exhaust Fans will be turned off
- All bathroom and common area lighting will be completely turned off
- All vending machines will be turned off
- In buildings not controlled by Energy Management Systems, temperatures will be manually set to 55 degrees, where they will remain until 1/2/09

Energy Management controlled buildings:

- HVAC systems will be set to unoccupied mode to maintain the building temperature at 55 degrees for the entire period
- Whenever possible, air handlers and exhaust fans will be shut down
- Buildings that do not have optimal run (restart capabilities) will be scheduled in such a way as to maintain temperatures as close to 55 degrees as possible

If we all work together, we will save significant energy and costs and reduce many tons of carbon dioxide emission equivalents.