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UAH Holiday Shutdown Procedures

Thank you for all you do in reducing energy waste and promoting safety at UAH!  If you have any questions, don’t hesitate to contact the Facilities and Operations Department.

**Energy Conservation**

Vanessa Ennis, Director of Energy Management and Plant Systems

vanessa.ennis@uah.edu, 256.824.6242

**Heating, Ventilation, and Air Conditioning**

Tom Estes, Director of Electrical and Mechanical Maintenance

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**Laboratories**

Marcia Pendleton, Director of Environmental Health and Safety

greenm@uah.edu, 256.824.6053

**Custodial Services**

Ravi Seth, Director of Custodial Services

sethr@uah.edu, 256.824.2558

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Please remember to shut down your work area prior to leaving for the holidays

**Classrooms/Offices**

* Switch off all unnecessary lighting
* Power down all computers, copiers, printers, etc.
* Unplug miscellaneous equipment such as radios, televisions, chargers, and power supplies.
* Turn off all classroom equipment (Smartboards, projectors)
* Leave reminders to “switch off when leaving” for staff who may come in during the holiday break

**Common Areas**

* Make sure all equipment and lighting is switched off in meeting rooms, restrooms, hallways, and other common areas
* Any manually controlled thermostats should be set to 55 degrees (heating set-point for unoccupied space)

**Kitchen Areas**

* Switch off refrigerators (please remember to defrost and empty prior to unplugging)
* Unplug microwaves, coffee machines, etc.

**Laboratories**

* Deactivate all equipment not being used
* Insure all pumps are turned off (peristaltic, vacuum, etc.)
* Turn off all water sources to deactivated equipment
* Securely store all gas cylinders and chemical, biological, and radiological hazards
* Close/turn off all gas cylinders valves/supplies
* Insure all biological waste is autoclaved/disposed of and removed from the building
* Equipment/materials with a risk of leaking must have secondary containment to retain the material
* Laboratories and research areas must post an emergency contact name and number on all entrances
* Ensure all fume-hood sashes are closed/lights off
* Consolidate environmentally conditioned items into a single cold room whenever possible
* Coordinate with Facilities personnel to deactivate unused systems

 **Custodial Request**

Do not place any food items in the trash cans after they are emptied on Tuesday, December 23.  There will be no trash service over the holiday break.

Please remember to shut down your work area prior to leaving for the holidays

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