



## Winter Break Custodial and Energy Reminders

Selected custodial and energy services will be reduced during the Winter Administrative Recess (December 23, 2021, to January 2, 2022) to conscientiously conserve campus resources during this period. **The last day for full enhanced cleaning, including the emptying of all trash and recycling containers, will be Wednesday, December 22, 2021.**

Research buildings will remain in operation with reduced custodial services beginning on Thursday, December 23 through Friday, December 24. All restrooms and common areas will be cleaned once in the morning from Monday, December 27 through Thursday, December 30. Testing sites will be supported.

**Regularly scheduled work, including enhanced cleaning will resume on Monday, January 3, 2022.** Contact the Facilities Management Service Desk at [949-824-5444](tel:949-824-5444) for urgent custodial services.

Select buildings that will experience utility service shutdowns will receive a notification, and HVAC operating schedules in office and classroom areas will be adjusted to coincide with Winter Administrative Recess schedules. Spaces with special environmental/operational needs and laboratory research building schedules will not be affected. Please direct questions or concerns to your building facility manager or the Facilities Management Service Desk at [949-824-5444](tel:949-824-5444).

Help the campus conserve energy over the winter administrative break by remembering to do the following:

- Turn off all office equipment including computers, printers, copiers, scanners, fax machines, monitors, multimedia speakers, and any other equipment.
- Turn off and unplug all appliances including coffee makers, toasters, microwaves, and personal/office refrigerators.
- Turn off all lights including desk lamps, floor lamps, and overhead lights in restrooms, break rooms, conference rooms and areas that will not be used during the break.
- Close all windows and blinds. If your thermostat is adjustable, please set to 68 degrees.
- Consider defrosting and disposing of old and expired samples in research areas with freezers. Please make your ultra-low temperature freezer as efficient and optimized as possible.

We appreciate your cooperation and wish you a happy, healthy, and safe holiday season.

**Allen Shiroma**  
Assistant Vice Chancellor  
Facilities Management