

DRAFT- Campus Closure Protocol

09.21.10

Active Buildings – Buildings which will maintain operations during the shut down (e.g. clinics, Rec Sports). They will have public access, “occupied” temperature settings and targeted custodial service.

Non-active Buildings – These buildings will be locked but still be accessible via key or keycard. Temperatures will be cooler, similar to conditions found during a holiday. There will be no custodial service. The main doors of each building will be posted that they are non-active to remind users to expect cooler temperatures and to remove their own garbage.

FM Landcare

General snow removal will continue with only emergency exits/stairs being cleared for non-active buildings.

Energy Management

Most buildings will be in a “holiday” mode, with temperatures reflecting “unoccupied” setting. Active buildings will have normal temperature set points.

Custodial

No custodial service in non active buildings. Active buildings will have services targeted to the floors that are being used (bathrooms & garbage).

Maintenance

FM will field a skeleton crew to respond to critical building needs. No general service requests will be addressed during the shut down.

Housing & Residential Life (HRL)

- **Residence Halls:** Yudof Hall, Wilkins Hall, University Village, Middlebrook Hall, Centennial Hall and Sanford Hall will remain open.
- **Emergency Situations:** Designated staff will be on-call in the following HRL areas during the furlough: Facilities; Residential Life Management; and a Residence Hall Director. Employees will be called-in as needed should an emergency occur. Open facilities will have Community Assistants (CAs) and Security Monitors on-duty 24/7.
- **Closed Facilities:** Daily rounds of closed facilities will occur.

University Dining Services (UDS)

- **Residential Dining:** All venues closed from Friday, December 24, 2010 through Sunday, January 2, 2011.
- **Retail Dining:** All venues closed beginning Friday, December 24, 2010. Select venues re-open Monday, January 3, 2011.
 - Metropol and Essentials in Blegen and Bene Pizza in CMU will be under construction December 27 through December 31, 2010. Contact information for FM will be needed for unforeseen issues that arise.
- **Catering Services:** Currently, no catering events are booked.
- **Continuing Education and Conference Center (CECC):** Venue closed.
- **Minnesota Landscape Arboretum (MLA):** MLA is scheduled to remain open during the furlough. UDS will schedule staff to work during the furlough.
- **Conference & Event Services (CES):** No conferences will be booked.
- **ICA Venues:** Concessions, Premium and Suite catering will be needed to support game day schedule. Details pending receipt of final athletic event schedule.
 - Concessions and catering services will operate during these event(s).
 - There is a Men's Hockey game scheduled on December 31, 2010 at Mariucci Arena. Some preparation is likely on December 30 in addition to staff required to work during the event on December 31.
- **Northrop Memorial Auditorium (NMA):** Venue closed.
- **Vending Services:** Coca-Cola (beverage) and Taher (non-beverage) will fully stock machines prior to furlough and will follow restocking schedule based upon building accessibility.

Parking and Transportation Services (PTS)

- **Office/Maintenance/Facilities:** Office closed. No maintenance or custodial service will be provided. Facilities will be monitored and essential services/repairs will be made as necessary.
- **Snow Event Operations:** If more than 2 inches of snow fall, snow will be removed.
- **Event Parking:** Event facilities will be staffed during athletic events. Details pending receipt of final athletic event schedule.
- **Contract Parking:** Will be available. Facilities will not be staffed.
- **Bus Service:** Service will not be available.
- **Fleet Services:** Operations closed.

University of Minnesota Bookstores (BKS)

- **Stores (Twin Cities, Crookston, Morris, and Rochester):** All stores closed.
- **Operations (Twin Cities):** Operations will continue including receiving and processing shipments, processing orders and payments, and shelving and shipping textbooks.

Printing and General Services (PGS)

- **Printing Services/Addressing & Mailing Services:** Main Shop and Copy Centers closed.
- **Office Equipment Services (OES):** Operations closed.
- **University Bindery:** Operations closed.
- **PSB Building:** HVAC system monitored remotely. On-call employee available to respond in the event of an emergency.
- **Campus Mail:** No mail delivery.
- **US Mail:** With most University buildings closed the week of December 27-31, incoming U.S. Mail delivery will be treated like a Saturday. Residence Halls will continue to receive mail deliveries, however, incoming U.S. Mail to all other University buildings will be held. Outgoing U.S. Mail will continue to be picked-up from the blue USPS box locations across campus. If special mail delivery accommodations are needed, departments must contact their local mail carrier or the University Station Branch Manager, Justin Priess at 612-378-1853 to make special arrangements.

University Stores

- **Office, Scientific and Custodial Supplies:** Operations closed. Message posted on website for alternative supply sources in an emergency.
- **KE Dock Operations:** Operation levels will depend on service requested by AHC.
- **Research Gasses (CO2):** If an emergency need for research gasses arises, staff will be available by phone.
- **Campus Courier/Payroll Distribution:** If necessary, Stores will coordinate payroll distribution with an external courier service.
- **Campus Mail:** Will not operate.

U Card Office

- **Office and Operations:** Office and operations closed.

Auxiliary Services Information Systems (ASIS)

- **Helpline:** Helpline will be monitored.
- **Operations/Servers:** Monitored/operated remotely. Enabled automatic paging of mail/phones when servers fail.

Auxiliary Services Administration

- **Office:** Office closed.