

## **In the event of a campus closure or an extended absence**

Please help us to conserve energy when the campus is closed, such as in the event of a winter storm or when you are on vacation.

These procedures allow our central heating/cooling plant to carry as much of the campus electrical load as possible, should we lose regional electric power supply. Before leaving before a storm or extended absence, please make sure:

- All windows and exterior doors closed and latched.
- All non-critical electric equipment is off.
- All lights are off.
- The thermostatic knob (where available and accessible) is set to 2 or 1, or the room thermostat (where available and accessible) is set to 55 degrees fahrenheit.
- Fume hood sashes in labs, if not in use, are closed completely.

## **Snow conditions**

Please note that heavy snow accumulation can make both driving and walking dangerous. Park in only designated approved areas while on campus to avoid being towed and to allow snow plow crews to work safely and efficiently throughout and after a storm.

**Please call the Facilities Solutions Center at 413-545-6401** with any building issues or if you notice a hazardous or slippery condition in a walkway or parking lot. The center is open 24 hours a day.

Thank you for your cooperation.