

# ENERGY & COMFORT @ WSU

WSU Tenant Engagement Program Newsletter for French Administration, Lighty Student Services, and Smith Center for Undergraduate Education building occupants.

## OUT OF OFFICE CHECKLIST

Before leaving your office for long holiday breaks, please do the following:

- Be sure to remove or secure any items on your desktop that might blow off your surfaces. *These items could cause a fire if they land on heaters or radiant panels.*
- Completely and safely power off and unplug all electronics. This includes:
  - Surge protectors
  - Computers  
*Note: if you remote into your computer, you can unplug monitors and other connected equipment, and leave the computer on.*
  - Computer monitors
  - Speakers
  - Fans
  - Space heaters
  - All printers/scanners
  - Kettles
  - Lamps and warmers
  - Height adjustable desks
  - Coffee machines
  - Microwaves
  - And other kitchenette items
- Turn off all overhead lights in the office.
- At your desk, remove any food items, things that smell, or could go bad in the time you will be away
- Clean out refrigerators.
- Turn off all overhead lights, and shut your blinds

***Happy holidays from the ID+CL and Facilities Services!***



### IMPORTANT REMINDER:

Never leave space or under desk heaters plugged in while not in use. This equipment poses a serious fire hazard when buildings are unoccupied over holiday breaks.

# WSU DECEMBER HOLIDAY & REDUCED OPERATIONS SCHEDULE

WSU will begin its December Holiday Reduced Operations starting Friday, December 24th, 2021, and will continue through Sunday, January 2nd, 2022. This period includes 3 university holidays (Friday December 24, Monday December 27 and Friday December 31). Most university operations and services will be unavailable during this time. More information can be found at December Holiday Reduced Operations Schedule – Human Resource Services, Washington State University (wsu.edu).

The daily schedule is as follows:

- |                                 |                                 |
|---------------------------------|---------------------------------|
| • December 24, 2021 (Friday)    | WSU Closed / WSU Holiday        |
| • December 25, 2021 (Saturday)  | WSU Closed / Non-business Day   |
| • December 26, 2021 (Sunday)    | WSU Closed / Non-business Day   |
| • December 27, 2021 (Monday)    | WSU Closed / WSU Holiday        |
| • December 28, 2021 (Tuesday)   | WSU Reduced Operations          |
| • December 29, 2021 (Wednesday) | WSU Reduced Operations          |
| • December 30, 2021 (Thursday)  | WSU Reduced Operations          |
| • December 31, 2021 (Friday)    | WSU Closed / WSU Holiday        |
| • January 1, 2022 (Saturday)    | WSU Closed / Non-business Day   |
| • January 2, 2022 (Sunday)      | WSU Closed / Non-business Day   |
| • January 3, 2022 (Monday)      | Return to Normal Business Hours |

## IF AN AREA IS SLICK WITH ICE OR SNOW, PLEASE CONTACT 335-9000

The largest cause of injury at WSU is from slips, trips and falls. With winter weather comes ice and snow. Please be extra cautious when navigating metal areas such as grates, street crossings and curbs, and high traffic areas with compact snow or ice. If you find an area that is a hazard, please call 509-335-9000.

## SAFETY IN BUILDINGS

Please be sure to unplug all unneeded equipment while you are out of office over the holiday break. For everyone's safety please do not prop exterior building doors open. If something in the building seems wrong, please don't hesitate to contact the WSU Police at 911 or the non-emergency number at 509-335-1380. If there is an emergency please pull the fire alarm, evacuate the building, and wait for emergency responders to arrive. If you have a cell phone, please also call 911 to notify them of the situation's circumstances.

## BE PREPARED IN THE EVENT OF A FACILITY EMERGENCY, SUCH AS POWER LOSS

Please ensure your work is safeguarded in event of emergency, or loss of service. A power failure is one of the most likely emergency situations at WSU. The only systems that consistently work in a power failure are emergency lights, fire alarms, and emergency fire sprinklers. WSU does have generators, but they are only used for an extended power loss, and only certain areas of campus may be brought online with the generators.

## EMERGENCY CONTACTS

- In event of a life-threatening emergency please call 911.
- In event of a security or safety concern please contact WSU Safety Services at 509-335-1380.
- In event of a facility issue (such as a water leak) call Facilities Services at 509-335-9000.

Wishing you a *joyous* and safe holiday season,  
The Integrated Design + Construction Lab's Energy and Comfort at WSU Team