

2013 Holiday Shutdown Cost Savings and Work Approvals

The Laboratory 'Holiday Shutdown' (6pm - Monday, December 23, 2013 through Wednesday, January 1, 2014) offers a significant opportunity for energy cost savings, last year \$28,300 was saved. These savings are realized by shutting down equipment and utilities.

Division Managers have been contacted by Facilities for information on customer, utility or equipment service information on needs of each division during the shutdown.

Minimum work forces will continue the following functions during the shutdown:

- **Plant Operations & Maintenance – Plant Maintenance Technicians**
- **Safety – Fire Department, Environmental Protection, Radiation Assessment**
- **Animal Care – Animal Colony Support Staff**
- **Hydrogen Safety – Mechanical Engineering and Technical Support**
- **Receiving – Material Operations – 12/27 & 12/30 for limited time only.**
- **U.S. Mail – Opened on the following days: 12/23, 12/24 to 12/26, 12/27, 12/30, 12/31, 2013 & returning on 01/02/2014.**
- **Custodial Services (as requested, if you have employees working) deadline by 12/13/2013 –Pre-requested through Building Managers**
- **Cafeteria – Closed at 2 pm on 12/23/2013 – Returning on 01/02/2014**
- **Shuttle Service – Closed after last final bus run on 12/23/2013 – Returning on 01/2/2014**

Special programmatic needs may require additional employees to work during the shutdown. ***All employees who must work during the period must have advance approval by the Division Director cognizant.*** In addition, employees who must work with unsealed radioactive materials must have the intended work reviewed and approved by the Environmental Health & Safety Department one week before the shutdown period.

Those who work during the Holiday Shutdown can save energy by:

1. Setting back thermostats in their own space;
2. Shutting off nonessential lights and equipment;
3. Using smaller portable heaters and work station lighting while working inside;
4. Keeping outside windows and door closed.