

November 21, 2008

**TO: ALL PHYSICAL AND BIOLOGICAL SCIENCES FACULTY, RESEARCHERS,
AND STAFF**

RE: CAMPUS CLOSURE, DECEMBER 2008

We have been asked to make every effort possible to conform to the Chancellor's mandate of restricting activities throughout the closure period of December 24, 2008—January 1, 2009. Unlike in past years, utilities to Physical and Biological Sciences buildings will be restricted due to a major upgrade of the Merrill College Substation.

Please note that buildings and facilities will be non-operational for three days during the closure, from Saturday, December 27th at 8:00 a.m. until Monday, December 29th at 6:00 p.m. During this time, there will be no PG&E power to upper campus. Generators will provide limited power to specific buildings. All Physical & Biological Sciences faculty, staff and students are prohibited from accessing science buildings for the duration of the outage, in order to protect individual personal safety and to secure research samples and equipment (by minimizing power consumption). Exception to this will only be granted in extraordinary circumstances and will require prior approval; please contact Rich McMillan at rmcmilla@ucsc.edu or x9-5498 no later than November 30th if you believe this applies to you. For more complete shutdown information, including building-specific impacts, please refer to the Winter Outage Electrical Shutdown notice on the Facilities web site: <http://pbsbo.ucsc.edu/facilities/shutdowns.htm>.

Staff in the Dean's Office, the Business Offices, and the Stockroom/Receiving and Facilities units will comply with the closure mandate. This will require us to plan ahead; requests for information or services and arrangements for purchases or receipt of goods will need to be made well in advance. Please refer to **Fact Sheet 08** (attached) for answers to questions related to purchasing, receiving, stockroom, and facilities during the closure.

During the routine part of the closure, buildings will be minimally heated and will remain locked as on weekends and holidays.

Academic employees can find December time and attendance information attached to their December time record or at: http://pbsbo.ucsc.edu/personnel_payroll/acad/acad_clos.html. Staff and non-academic student employees will receive time and attendance information via a separate e-mail from the CruzPay system.

Because there will be minimal staff here during the closure, please be cautious when working alone. Keep all exterior doors locked, do not prop open doors, and notify campus police by calling 911 should you see anything of concern.

Thank you for your cooperation and compliance with the campus closure mandate.

Sincerely,

Stephen E. Thorsett
Dean

FACT SHEET 2008

CAMPUS CLOSURE INFORMATION FOR PHYSICAL & BIOLOGICAL SCIENCES

RE: PERSONNEL/PAYROLL, PURCHASING, RECEIVING/DELIVERIES, STOCKROOM, and FACILITIES

Campus Closure Period: December 24, 2008—January 1, 2009. Campus reopens Friday, January 2, 2009
Holidays: December 24, 25, 31, & January 1
Closure Dates: December 26, 29 & 30
3-day Power Outage: December 27, 28 & 29

— ATTENTION! —

To accommodate the campus' cable and switch replacement and to upgrade and protect the electrical system at the Merrill College Substation,

THERE WILL BE NO PG&E POWER TO UPPER CAMPUS FROM SATURDAY, DECEMBER 27 AT 8 A.M., UNTIL MONDAY, DECEMBER 29 AT 6 P.M. THERE WILL BE NO BUILDING ACCESS DURING THIS PERIOD.

Further information, is available on the web at
<http://pbsbo.ucsc.edu/facilities/shutdowns.htm>

PERSONNEL/PAYROLL

To complete December Time and Attendance records:

Academic employees can find December time and attendance information attached to their December time record or at: http://pbsbo.ucsc.edu/personnel_payroll/acad/acad_clos.html. Staff and non-academic student employees will receive time and attendance information via a separate e-mail from the CruzPay system.

RECEIVING/DELIVERIES, STOCKROOM

PBSci Receiving/Delivery, and the Stockroom will be closed during the entire closure period (December 24—January 1). **The last day for deliveries and off-the-shelf Stockroom purchases will be Tuesday, December 23rd. The Stockroom will close at 3:00 p.m. on that day.**

- Dry ice blocks for stocking freezers in preparation for the winter power shutdown will be delivered to the Earth & Marine Sciences and Physical Sciences Building loading docks Wednesday, December 24th. Contact Rich McMillan, rmcmilla@ucsc.edu to place an order.
- Dry ice pellets will be delivered to the Physical Sciences Building loading dock Tuesday, December 30th.
- No deliveries will be made during campus closure; all delivery service providers have been advised of the closure. This includes standing blanket orders for radioisotopes and compressed gases.

If you have questions about Receiving/Delivery/Stockroom services during this time, please contact Linda Jennings at x9-2785.

FACT SHEET 2008 (cont.)

PURCHASING

All orders are now processed through CruzBuy. Although orders can be submitted at any point, including during the closure, accountants will not be approving orders over the break and no deliveries will be made to campus by vendors during that time. Requisitions that do not need to be touched in Purchasing (catalog orders, non-catalog orders less than \$2500 that are not for services, entertainment, or hazardous materials), will be approved within one day by your accountant after the campus closure. The PO is then sent to the vendor automatically and it is dependent on the vendor when it will be delivered. If you must receive something prior to the closure, it is best to allow 5-7 days from the time you submit the order for the item to be delivered. If you have not allowed 5-7 days and the item must be delivered prior to the closure, go to the drop down list next to Special Handling in the header of your requisition and choose Yes. This will route the order to Purchasing. Put in an internal note stating that the order must be delivered prior to December 23rd. Purchasing will make every attempt to have the item delivered by then, but you should not assume delivery will be on time if you submit an order within a few days of the deadline. You can check the requisition in CruzBuy at any time to determine whether the PO has been issued or if additional approval is pending. If you need assistance locating an order within CruzBuy, please contact your research or divisional resources accountant.

FACILITIES:

BUILDING HEAT

From Tuesday night, December 23, through Saturday, December 27 at 8:00 a.m., and from Monday, December 29, at 6:00 p.m through January 1, the science buildings will be heated according to a modified “weekend/holiday” schedule. This schedule drops the temperature in the buildings to approximately 64 degrees. Each building has a somewhat different heating schedule depending on its controls, so be aware that there will be temperature fluctuations.

During the Upper Campus Power Outage, Saturday, December 27, 8:00 a.m., until Monday, December 29, 6:00 p.m., E&MS and PSB **will not be heated** at all except for greenhouses and environmental rooms. Should Cogen fail during the shutdown, none of our buildings would be heated.

ENERGY CONSERVATION AND POWER FLUCTUATIONS

During the campus power outage, Cogen and science building electrical generators will supply essential power. Generator power may cause electrical spikes or fluctuations. Unplug all unnecessary equipment, including computer monitors and printers, in order to protect the equipment. (Note also that laser printers on standby can be a significant energy drain.)

FACILITIES PROBLEMS

For facilities emergencies during the closure call x9-4444. There will be a minimum of Campus Facilities staff working during the closure, so response time will be slower than usual. E-mail your non-emergency facilities requests to pbsciwodesk@ucsc.edu. PBSci Facilities staff will review these requests starting Jan. 2.

FACT SHEET 2008 (cont.)

SECURITY

The science buildings will remain locked throughout the closure period. Entry keys will be required for access. In years past, thieves have used holiday periods to steal equipment from labs, occasionally passing from one lab to another through adjoining lab doors. Make arrangements with your lab neighbors to secure each other's labs and to lock away small, expensive, marketable items whenever possible.

To protect your data: **back up your hard disc and lock up your CD's and peripheral computing equipment**, including any external hard disks, if not in use over the break.

Please be cautious when working alone:

- Check that exterior windows are closed and locked in the evenings and at any time you'll be away from your office or lab. If you see doors propped open, please close them. If you notice a problem with an exterior door (or an unlocked exterior elevator) please report it by calling x9-4444 any time, day or night (Campus Dispatch will pick up the calls).
- Avoid letting strangers follow you into the buildings.
- Report suspicious behavior to the campus police x9-2231 any time.

Lockdown Options: Cable and Padlocks— University insurance does not cover non-university equipment or property and it will not cover theft unless equipment was secured (with evidence of cut locks) or there are signs of forced entry. Even with insurance coverage, there is a \$250 to \$1,000 deductible per occurrence. Cabling provides minimal security, but will deter impromptu thefts and even some pre-meditated thefts. The Division Machine Shop can brand and install securing devices on university equipment valued at >\$1,500, at the division's expense. For more information, call Dave Thayer at extension 9-2308.