December 1, 2012

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

RE:  CAMPUS CLOSURE, DECEMBER 2012

The campus will be closed from Saturday, December 22\textsuperscript{th} through Tuesday, January 1\textsuperscript{st}. Staff in the Dean’s Office, Business Offices, and Stockroom/Receiving, Shops, and Facilities units will comply with the Chancellor’s mandate of restricting activities throughout the closure period.

During the closure, buildings will be minimally heated and will remain locked as on weekends and holidays. In addition, to accommodate installation and commissioning of power relay protection upgrades at the Slug Substation and the Merrill Substation, there will be no PG&E Power to the Upper Campus from Thursday December 27\textsuperscript{th} (6:00 a.m.) through Friday, December 28 (9:00 p.m.)—a separate communication has already been sent concerning this 39-hour power outage. For more complete shutdown information, including building-specific impacts, please refer to Facilities web sites: http://pbsbo.ucsc.edu/facilities/shutdowns.htm and http://pbsbo.ucsc.edu/facilities/PBSci_Winter_Electrical_Shutdown_2012.htm

Please refer to Fact Sheet 2012 (attached) for answers to questions related to purchasing, receiving, stockroom, and facilities during the closure.

Academic, staff and non-academic student employees will receive time and attendance information regarding completing December time records via a separate email from the CruzPay system.

Because there will be minimal staff here during the closure, please be cautious when working alone. Keep all outside 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,

Paul L. Koch
Dean
CAMPUS CLOSURE INFORMATION
FOR
PERSONNEL/PAYROLL, RECEIVING/DELIVERIES STOCKROOM,
PURCHASING, & FACILITIES

Campus Closure Period: December 22, 2012, through January 1, 2013
Holidays: December 24, 25, 31, January 1
Closure Dates: December 26, 27, 28
Campus Reopens: Wednesday, January 2, 2013

PERSONNEL/PAYROLL

Academic, staff and non-academic student employees will receive time and attendance information regarding completing December time records via a separate email from the CruzPay system.

RECEIVING/DELIIVERIES, STOCKROOM

PBSci Receiving/Delivery, and the Stockroom will be closed during the entire closure period (December 22 - January 1). **The last day for deliveries and gas cylinder purchases will be Friday, December 21, 2012.** Please note that the Stockroom is only open for gas cylinder purchases during normal hours of 10:00 AM - Noon.

• In preparation for the closure and the 39-hour power outage on Dec 27/28, dry ice bins will be filled with pellets and sheet ice on Tuesday, Dec. 18, Friday, Dec. 21, and Wednesday, Dec. 26.

• No deliveries will be made during the campus closure; all delivery service providers have been advised of the closure. This includes standing blanket orders for radioisotopes, compressed gases or liquid nitrogen.

• **It is important to plan ahead (now) to be sure that any critical orders are placed well in advance to ensure that deliveries will occur on or before Thursday, December 20, 2012.**

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

PURCHASING

Although orders can be submitted at any time through CruzBuy, including during the closure, accountants will not approve orders over the break and no deliveries will be made during that time. Requisitions that do not require assistance in the campus Purchasing Office, such as catalog orders and non-catalog orders less than $5,000 that are not for services, entertainment, or hazardous materials, will be approved by your accountant within one business day after the closure period has ended.

Delivery of your items is dependent on each specific vendor. **If you must receive something prior to the closure, please allow a minimum of 7-10 business days from the time you submit the order.** If you have an order that will not be handled by the Purchasing Office, the vendor will NOT see any information put in the “Internal Notes” section on the requisition. Put a note on the requisition under “External Notes” and “Attachments/For Purchasing Use Only” stating that the item(s) must be delivered prior to December 21st; this
information will be included on the faxed PO. Fisher and Office Max receive CruzBuy PO’s electronically and will not see any notes from the requisition. If you must have an order delivered prior to the closure from either of these vendors, be sure to place the order early or contact the vendor by telephone once you are notified that the PO has been issued. If your order will be handled by the Purchasing Office, put delivery information under “Internal Notes”. 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

39-HOUR POWER OUTAGE
From 6 am Dec. 27 to 9 pm Dec. 28, there will be no PG&E power to campus. Please see our special webpage, http://pbsbo.ucsc.edu/facilities/PBSci_Winter_Electrical_Shutdown_2012.htm for details.

BUILDING HEAT
From Saturday, December 22, through Tuesday, January 1, other than during the 39-hour shutdown referenced above, the science buildings will be heated according to a modified “weekend/holiday” schedule. This schedule allows the buildings to drop to approximately 64 degrees throughout the closure period. Each building has a somewhat different heating schedule depending upon individual building control operations. PBSci Facilities will email building-specific heating schedules to occupants by Friday, December 7.

Other than building heat, standard lab utilities will remain available on their regular 24-hour schedule during the closure, except during the 39-hour shutdown referenced above.

FACILITIES PROBLEMS
For facilities emergencies during the closure, call x9-4444. Physical Plant will have a skeleton crew on campus, so response times will be slower than usual. Save non-emergency building issues for Wednesday, January 2, 2013. You may email facilities requests to pbsciwodesk@ucsc.edu or call 9-3498; PBSci Facilities staff will review those requests after the campus closure period.

SECURITY
Science buildings will be locked throughout the closure period. Entry keys will be required for access. In some past years, thieves have taken advantage of holiday periods to relieve labs of equipment, 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.

Always verify that exterior windows are closed and locked in the evenings. If you find doors propped open, please close them. If you notice a problem with an exterior door (or an unlocked exterior elevator) please report it to x9-4444 anytime, day or night (Campus Dispatch will pick up after-hours calls). Do not allow strangers to follow you into a building. Call 911 to report suspicious behavior.

Protect your campus keys and data! Securely store keys, back-ups, and laptop computers.

Lockdown Options, Cable and Padlocks: University equipment insurance does not cover theft unless stolen equipment was secured (with evidence of cut locks) or there are signs of forced entry. (University insurance
does not cover non-university equipment or property.) Even with insurance coverage, deductibles run $1,000-$5,000 per occurrence. Cabling provides minimal security, but will deter impromptu thefts and some pre-meditated thefts. The Division Machine Shop can advise, provide, and install devices on university equipment valued at >$1,500. They will also “brand” your university equipment, if you choose, at the division’s expense. For more information, contact Dave Thayer at x9-2308.

ENERGY CONSERVATION AND POWER FLUCTUATIONS
Especially critical this year, ahead of the Dec 27/28 power outage: Turn-off and unplug non-essential equipment, including lab equipment, computers, monitors, printers, and copiers prior to Dec. 27. This will protect your equipment from power fluctuations as building power is transferred from PG&E to building generators and CoGen (this process inevitably subjects equipment to multiple power fluctuations), while conserving precious energy.