

Christmas Holidays 2015/2016 – Information

Period of the Christmas Holidays: **23.12.2015 – 03.01.2016**

Dear colleagues,

the Freie Universität Berlin will be closed for the annual Christmas Holidays from 23rd of December 2015 to 3rd of January 2016 (further information: "Personalblatt 1/2014").

Please regard the following suggestions:

1. During the Christmas Holidays the heating systems will be centrally turned down beside a few exceptions. Additionally, the thermostatic valves will be turned to level 1 by the cleaning staff and the facility managers in the morning of 23rd of December 2015. In order to reduce their effort, we would like to ask you to turn **the thermostatic valves of the heating in your offices to level 1** on your last workday.
2. In order to avoid a freezing start of work in the New Year, the buildings will be **heated up on 2nd of December at the latest** and the heating in the offices will be set to level 3 again from the cleaning staff and facility managers.
3. For as much electricity saving as possible, we would like to ask you to **switch off electrical devices** in your workplace. Coffee machines, hot-water boilers etc. can be switched off as well as computers, monitors, printers and copiers. Please use the switchable power boards if existing or pull the plugs out of the plug connector to avoid stand-by consumptions.
4. During this time it is worth defrosting the refrigerators used for groceries. But you should remember to keep the switched-off refrigerators a bit open in order to avoid unpleasant smells.
5. For laboratories you should regard the following:
Before the start of the Christmas Holidays digestors and working surfaces have to be completely emptied and **all chemicals** have to be put safely inside chemical cabinets or hazardous material storages. Please also remember to switch

off drying ovens, vacuum pumps, rotary evaporators, analyzers, heaters, hot-plates etc. in the laboratories if possible until your last workday.

6. Please arrange yourselves in working groups. The last one turns off the light and the first one in the tea kitchens or laboratories after the Christmas Holidays lets the water run or uses it to water the flowers.

Further information as well as a **checklist** for preparation of the offices, tea kitchens and laboratories can be found on the following website:

www.fu-berlin.de/sustainability

Information on the areas excluded from the Christmas Holidays:

The control room will be occupied during the whole Christmas Holidays. You can reach the service under the telephone number **55555**. Additionally, the facility managers and the operating technology staff will control the buildings from time to time.

We wish you a relaxing holiday and a good start to the New Year!

Your Sustainability and Energy Management Unit Team