

# Baby It's Cold Outside and Inside Too

## MSD Winter Break Preparations

As the winter break approaches, MSD would like to ensure that your research and facilities are safely maintained. Many of the utilities (including heat) will be reduced or shut down during the break.

**Officially, the shutdown will begin at 6 PM December 23<sup>rd</sup> and last through January 3<sup>rd</sup>.**

To avoid fires and other hazards, please:

- Shut off all unnecessary heat sources (i.e., space heaters) and electrical equipment including office computers
- Inform your Building Manager of any equipment that needs to stay powered up during the break by filling out the Curtailment Form (you will need to request access to this form by emailing Melanie Woods at [MAWoods@lbl.gov](mailto:MAWoods@lbl.gov))
- Close gas sources
- Clean up work areas, including hoods, close sashes
- Remove as much waste as possible
- Ensure chemical containers are closed and properly stored

If you must come into work during break:

- Fill out the [Holiday Shutdown Memo](#), obtain supervisor approval and submit to the division office by Friday, December 11<sup>th</sup>
- Work should be limited to equipment/experiment maintenance
- Do not perform any hazardous work; if needed, review the [Work Alone Policy](#) with your supervisor
- Let someone know where and when you will be working
- If you have urgent life safety emergencies during this time, call 911
- If you have urgent Facilities needs contact the Facilities Work Request Center at x6274 (after hours, this line will redirect to the correct service)

To save energy, please:

- Close windows in your work area and common spaces
- Close fume hood sashes
- Power down computers and other sensitive electronic equipment that will not be used over the break
- Turn off lights that are not controlled by motion sensors

Security

- Secure laptops, cameras, or other theft-attractive items in your work area
- Lock office doors

To avoid being greeted by ants, mice, and mold when you return, please:

- Remove any food items from your work area
- Remove any perishable items from refrigerators or break rooms before the last custodial pick-up on Dec. 23<sup>rd</sup>
- Wipe food residue from tables, microwaves, and other surfaces
- Wash all dishes

Best Wishes for a safe and happy holiday break!

Thank you,

Xiang Zhang  
and the Division Office Staff