2019 Winter Break Operations Plans

(Holiday Break: Saturday, Dec 21, 2019 through Wednesday, Jan 1, 2020; No classes from Dec 13, 2019 until Jan 13, 2020)

General Buildings

General – Targeted building temperature range: 55°F min – 85°F max
- chilled water supply – reset from 45°F to 55°F

Main Campus

Austin Building – set back by 5 PM Dec 20th, back up for operations beginning 8 AM Jan 2nd
Notes: ITCS Help Desk personnel will work from home. (Matt Powell)

Bate Building - set back by 5 PM Dec 20th, back up for operations beginning 8 AM Jan 2nd
Notes: Manually override static alarms

Carol Belk Building set back by 5 PM Dec 20th, back up for operations beginning 8 AM Jan 2nd
Notes:

Brewster Building - set back by 5 PM Dec 20th, back up for operations by 8 AM Jan 2nd
Notes: No events shown on 25Live

Coastal Studies Institute – set back by 5 PM Dec 20th, back up for operations by 8 AM Jan 2nd.
Notes: Some faculty and staff may be in and out of facility but are aware temps may be outside the “normal” range.

Cotanche (offices) - set back by 5 PM Dec 20th, back up for operations by 8 AM Jan 2nd
Notes: per 11/25 email from Rocky Howell

Croatan Dining - set back by 5 PM Dec 12th. Back into operation 7 AM Jan 13th
Notes: per 11/29 email from Joyce Sealey. Hoods to be turned off, Trend set up for exhaust air

Dowdy Student Store at Wright – Staff will be moving the entire store to the new Student Center during the week of 12/17/18. Set back by 5 PM Dec 20th, leave in “Unoccupied” mode as all bookstore operations will be permanently moved out.
Notes: Set back by hand

Flanagan – Hallway lights off and set back 5 PM Dec 20th, back up for operations by 8 AM Jan 2nd.
Notes: No events per 25Live schedule.

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Fletcher Music – Per request from Chris Ulffers, keep temperatures in occupied mode. Shutoff exhaust fans and close outside air damper if possible to allow some energy savings Dec 20 5PM to Jan 2, 7:00AM.
Notes: per 11/25 email from Chris Ulffers

Galley at Jones - set back after 5 PM Dec 12th, back up for operations by 8 AM JAN 9th.

Graham - set back by 5 PM Dec 20th, back up for operations by 8 AM Jan 2nd.
Notes: No events per 25Live schedule.

Greenville Centre - set back by 5 PM Dec 20th, back up for operations by 8 AM Jan 2nd, interior controlled lights off for duration of break
Notes: No events per 25Live schedule.

Howell Science (auditorium) - set back by 5 PM Dec 20th, back up for operations by 8 AM Jan 2nd
Notes: No events per 25Live schedule.

Human Resources - set back by 5 PM Dec 20th, back up for operations by 8 AM Jan 2nd

Irons Building – set back by 5 PM Dec 20th and return to normal operations by 8:00 AM Dec 23th; Clinic will be open on 12/23, 12/30 and 12/31.
Notes: Per 11/15 email from Rebecca Letchworth

Jenkins Fine Arts - set back by 5 PM Dec 20th, back up for operations by 8 AM Jan 2nd.
Notes: No events per 25Live schedule. Lights off in hallways (Housekeeping)

Joyner East - set back by 5 PM Dec 20th, back up for operations by 8 AM Jan 2nd
Notes: Lights to be controlled ‘off’ duration of break by either setting timer on Dec 20th or turn off at panel.
Notes: No events per 25Live schedule.

Joyner Library – set back by 5 PM Dec 20th, back up for operations by 8 AM Jan 2nd. Close Outside air dampers and shut off exhausts fans. Maintain temps. Lights and all AV equipment off at 5 PM, Dec 20th, security and housekeeping will assist.
Notes: No events per 25Live schedule.

Materials Management - set back by 5:30 PM Dec 20th, back up for operations by 7 AM Jan 2nd

McGinnis Auditorium - set back by 5 PM Dec 20th, back up for operations by 8 AM Jan 2nd.
Notes: No events scheduled according to website.

McGinnis Scene Shop- All manual, setbacks done by occupants.
Notes:

Mendenhall - set back by 5 PM Dec 20th, back up for operations by 8 AM Jan 2nd
Notes:

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Mendenhall Catering Kitchen - Stand-a-lone so we may leave as normally scheduled.
   Notes: Armark is determining schedule

Old Café - set back by 5 PM Dec 20th, back up for operations by 8 AM Dec 30th.
   Notes: Financial Aid staff plans to work on Monday, Dec 30th according to Work order from Julie Poorman

Ragsdale Building – Notify occupants to set back heat pump thermostats for duration of the break.
   Notes: Heat pumps are individually controlled. Indications are thermostats were not set back during 2017 break as Dec electrical usage was greater than Nov.

Rawl Building & Annex - set back by 5 PM Dec 20th, back up for operations by 8 AM Jan 2nd.
   Notes: No events per 25Live schedule.

Rivers - set back by 5 PM Dec 20th, back up for operations by 8 AM Jan 2nd.
   Notes: No events per 25Live schedule.

Science and Tech(scitec) – offices and classrooms, set back by 5 PM Dec 20st, back up for operations by 8 AM Jan 2nd, hallway lights “off” based on time clocks, adjust CHW & HW resets
   Notes: Room OC307 Dec 14, 8A to 2P ROTC per 25Live schedule.

Slay Hall - Set back by 5 PM Dec 20th, back up for operations by 8 AM Jan 2nd.
   Notes: If real cold, manually bring back up (control monitors)

Speight - set back by 5 PM Dec 20th, back up for operations by 8 AM Jan 2nd.
   Notes: No events per 25Live schedule.

Spilman - set back by 5 PM Dec 20th, back up for operations by 8 AM Jan 2nd.
   Notes: No events per 25Live schedule.

Steam Plant (main campus) - set back by 5 PM Dec 20st, back up for operations by 8 AM Jan 2nd.
   Notes: Turn off lights

Student Center (main campus) - set back by 6 PM Dec 20st, back up for operations by 6 AM Jan 2nd,
   Interior lights controlled off entire break by time clocks.

Student Health Services - set back by 5 PM Dec 20st, back up for operations by 8 AM Jan 2nd, Interior
   lights controlled off entire break by time clocks
   Notes: Closed over the entire break.

Student Recreation Center – Set back after 8 PM Dec 20st, back up for operations by 5:30 AM Jan 2nd.

Todd Dining - set back by 2:00 PM Dec 13th, reopening on Jan 9th 8:00AM.
   Notes: Hoods/lights will be turned off by dining staff. Catering may use Todd if Mendenhall has
   construction activities on going.

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**West End Dining** - set back by 8 PM Dec 12th, reopens for students at 8 AM Jan 9th, Notes: Hoods/lights will turned off by dining staff.

**Whichard Building and Annex** - set back by 5 PM Dec 20th, back up for operations by 8 AM Jan 2nd.
   Notes: No events per 25Live schedule

**Willis Building** - set back by 5 PM Dec 20th, back up for operations by 8 AM Jan 2nd.
   Notes: No events per 25Live schedule.

**Wright Annex, Auditorium, Place** – No setbacks in Wright Auditorium
   Notes: Wright Place closed from 5 PM Dec 12th to 7 AM Jan 13th coordinate via email with Joyce Sealey.
   Notes: No events per 25Live schedule.

**Athletics**

General – temperature range: 60°F min – 85°F max

**Dowdy Ficklen Stadium** – set back by 5 PM Dec 20st, back up for operations by 8 AM Jan 2nd
   Notes:

**Towne Bank Tower** – No set back due to first year of operation
   Notes:

**Minges Coliseum** – Set back by 5 PM Dec 20th, back up for operations by 8 AM Dec 28th.
   Notes: Dec. 16 Mon. Howard Greenville, NC 7 PM
   Dec. 17 Tues. UMES Greenville, N.C. 7 p.m.
   Dec. 22 Sun. CHARLOTTE Greenville, N.C. 4 p.m.
   Dec. 28 Sat. EASTERN KENTUCKY Greenville, N.C. 4 p.m

**Auxiliary Gym** – see attached events schedule and set back where possible
   Notes: Dec. 28 Sat. EASTERN KENTUCKY Greenville, N.C. 4 p.m

**Murphy Center** – Set back by 5 PM Dec 20th, back up for operations by 8 AM Dec 27th.
   Notes: Men’s and women’s basketball games are scheduled after Dec

**William Harvey Teams Bldg** – set back by 5 PM Dec 20th, back up for operations by 8 AM Jan 2nd.
   Notes:

**Ward Sports Medicine** – set back by 5 PM Dec 20th, back up for operations by 8AM Jan 2nd
   Notes: No rooms reserved in 25Live during the break.

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Campus Living

RAs and Athletes out by 12 Noon Dec 14/2019. Return by 8 AM Jan 9/2020

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First floor of Umstead houses several offices for the counseling center and IT for the division of Student Affairs. The counseling center will be closed only during the university schedule – despite being in a residence hall. Thus, they will have staff in their offices Dec 17th – Dec 20th and starting again on Jan 2nd.

Umstead coordinators apartment will need portable heaters for the time building heat is off.

Housing responsible for hallway lights, air conditioners, and ensuring windows are closed.

Electrical Shop will start turning off hallway lights, lobbies, general areas, at breakers after Dec 14th as well as A/C breakers (RAs will check the room) except in CHS & Scott

Due to concerns of failed coils, units will be turned off with temps above freezing, but will be restarted for temperatures below freezing to protect coils (where glycol is used this temp can be 25(?) Check with Ray) degrees. Glycol: White, Clement, Greene, and Fletcher.

Exhaust fans turned off after Dec 15th

Coordinators will be in facilities over break

Computing – Lab coordinators will turn off computer labs at end of last day of operation

Classroom AV equipment will be powered down remotely after 4 PM Dec 15th

LCD TVs – Eddie Nesbeth to advise users to power down computers before leaving and Stephen Wright will handle turning off all digital signage

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Health Sciences and West Research Campus

Clinics open from 8 AM to 5 PM Dec 26th through 28th

Biotech – No setback

Pediatrics OPC – No setbacks.

Brody Auditorium – set back by 5 PM Dec 20th, back up for operations by 8 AM Jan 2nd.
Notes: Per 25Live, no events scheduled during the Holiday Break.

Brody Labs and Vivarium – No setbacks.

Brody Administration – set back by 5 PM Dec 20th, back up for operations by 8 AM Jan 2nd (support for clinics). Set back by 5 PM Dec 28th, back up for operations by 8 AM Jan 2nd.

Brody Commons – set back by 5 PM Dec 20th, back up for operations by 8 AM Jan 2nd.

Brody OPC – set back by 5 PM Dec 20th, back up for operations by 8 AM Dec 23rd until 5 PM. Closed Dec 24 and 25. Clinic is open from 8 AM to 5 PM Dec 26th, 27th, 30th and 31st. Closed Jan 1st and open 8 AM Jan 2nd.

Central Utility Plant - set back by 5 PM Dec 20th, back up for operations by 8 AM Jan 2nd
Setback 2nd floor for entire holiday, shut off AHU#3 at 5 PM, turn off bathroom exhaust fans, turn off lights in tunnel, chillier room, mechanical rooms, etc.

Family Medicine Center - set back by 5 PM Dec 20th, back up for operations by 8 AM Dec 23rd. Clinic is open Dec 23rd, Dec 27th, Dec 30th and Dec 31st after which it is closed until 8 AM Jan 2nd. Exhaust fans – shut off/run back (bathroom and isolation rooms) except for clinical days, lights scheduled to match clinic schedule.
Notes: Clinics/Support areas will be open Dec 23rd, Dec 27th, Dec 30th and Dec 31st.

Health Sciences Building - set back by 5 PM Dec 20th, back up for operations by 7:30 AM Jan 2nd
Night (unoccupied) setback throughout the shutdown, Laupus Library Lights/Temperatures – temps setback and lights off throughout shutdown, HVAC to tag out fume hoods and cut off exhaust fans, turn off exhaust fans not tied to energy recovery units, lighting (hallway non-egress) turned off at panels at 5 PM Dec 20th.
Notes: Laupus Library to be closed from 8 PM Dec 20th to 7:30 AM Jan 2nd.

Heart Institute – Run 4th floor occupied due to lab, AHU#1 for auditorium only exception; it will be shut off, lights scheduled to match clinic schedule.
Notes: Clinics/Support areas will be open Dec 23rd, Dec 27th, Dec 30th and Dec 31st. Per 25Live, no events scheduled for the auditorium during the Holiday Break.

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Leo Jenkins Cancer Center – Building is currently vacant and should remain in “Unoccupied” mode.

Ross Hall - Set back by 5 PM Dec 20th, back up for operations by 0500 Jan 2nd.
   Unoccupied setback through the shutdown, exhaust fans – shut off/run back, lights on normal schedule. Per note below, leave 1st floor clinics on normal occupied schedule.
   Notes: The 1st floor clinics will likely see patients throughout the holiday break.

Student Center (HSC) – set back by 8 PM Dec 20th, back up for operations by 5:30 AM Jan 2nd

Warren Life Sciences – No setbacks.

Warren Life Breezeway - set back by 5 PM Dec 20th, back up for operations by 8 AM Jan 2nd
   HVAC turn off for the holiday break, lights off for holiday (except emergency lights)
   Notes:

West Academic Building – Agromedicine and Underwater Research departments are not operating during the break. However, QAR is operating on 12/27, 12/28 and 12/31
   Notes: Tina Clift (ECU) & Kimberly Kenyon (NCDCR)

Other

Lake Laupus: Electrical shop will turn off pond pump by 5:30 PM December 20th and return to operation after break.

Housekeeping - Housekeeping supervisor agreed to turn off all lights for the rooms and common areas after the last shift on Friday Dec 20th in the following buildings:
   - Science & Tech
   - Bate
   - Graham
   - Howell Science
   - Joyner Library
   - Messick/ McGinnis
   - Jenkins Art
   - Building 43
   - Entire Athletic Complex

*Any Systems Cut Off at Panel or disconnect should be listed in the table in Appendix A
## Appendix A

### Equipment shut off at Power Source

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Equipment Name</th>
<th>Equipment Location</th>
<th>Panel/Disconnect Name</th>
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