

Christmas Holidays 2023/2024

Saturday, 23th of December 2023 - Monday, 1st of January 2024

Dear colleagues,

The end of the year is approaching and with it the well-deserved Christmas vacation. Although the company vacations have been officially overturned this year, almost all departments are closing their buildings and many employees will either be on vacation or working from home during the festive period. Please regard the following suggestions:

1. during the building closure, the heating systems of the buildings will **not** be centrally throttled due to the shortness of the closure this year. It is all the more important that the thermostat valves are **turned down**. To assist the janitors, please set the thermostatic valves to the following positions at the end of the day before closing:

Offices, libraries, laboratories	Level 2
Archives, Lecture halls, seminar rooms	Level 1,5
Traffic areas, toilets (immediately)	Level 1
Please do not turn the heater down to 0 or Snowflake!	

2. If you come to the office for important reasons, we ask you to discuss this with your supervisor due to work safety (emergency or-

ganization). In addition, we ask you to **heat only 1-2 offices** if possible by sharing rooms with colleagues.

3. Since the rooms are heated to an average of 17-18°C during normal operation, the heating valves are turned up to level 3 by the users themselves when they return. Traffic routes and toilets should remain at level 1.

Note: The rooms will not warm up faster if you set the radiators to 5 instead of the correct position 3. For more info on how radiators work, [click here](#).

4. 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 (except Ricoh). Please use the switchable power boards if existing or pull the plugs out of the plug connector to avoid stand-by consumptions.
5. 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.
6. 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 do not leave anything in the digestors. The ventilation of the digestors will be switched off during the Christmas holidays. Please also remember to switch off drying ovens, vacuum pumps,

rotary evaporators, analyzers, heaters, hotplates etc. in the laboratories if possible until your last workday.

7. **Please arrange yourselves in the Team.** The last one turns off the light and the first one in the tea kitchens or laboratories after the Christmas Holidays and Lockdown 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 for areas working at Christmas Holidays:

The control room will be occupied during the whole Christmas Holidays and Lockdown. 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

Important note for the 2nd of January 2024: In case that parts of the building or some rooms are strongly cooled off on the 2nd of January, although thermostatic valves are turned to level 2, please immediately inform the central control station (55555), so that responsible operating technology staff can react as fast as possible. We would appreciate an additional informing message to sustainability@fu-berlin.de, so that the problem can be analyzed more precisely.

If you have any questions or suggestions, you can contact us directly under the telephone number 57551 or via betriebsferien@nachhaltigkeit.fu-berlin.de.