



December 14, 2017

**MEMORANDUM**

**TO:** Business Officers  
**FROM:** Ron Swail – Chief Operations Officer, Property Services & Sustainability  
**RE:** **Holiday Closure - St. George Campus**

The University will be closed from **5:00 pm Wednesday, December 20, 2017 to commencement of the working day, Wednesday, January 3, 2018** when normal activities will be resumed. During this period, all buildings will be closed except for the following locations. Users should contact these facilities for holiday hours.

<b>Hart House</b> <a href="http://harthouse.ca/contacts/">http://harthouse.ca/contacts/</a>	(416) 978-2452	Athletic facilities are open throughout the holidays – <b>reduced hours</b> <b>Please check website for details</b>
<b>Athletic Centre</b> <a href="https://kpe.utoronto.ca/facility/athletic-centre">https://kpe.utoronto.ca/facility/athletic-centre</a>	(416) 978-3436	<b>Closed:</b> Dec 24, 25, 26, 31 & Jan 1 <b>Open:</b> Dec 21-23, 27-30 & Jan 2 <b>Please check website for details</b>
<b>University of Toronto Bookstore</b> (in the Koffler Student Services Centre) <a href="https://uoftbookstore.com/hours.asp">https://uoftbookstore.com/hours.asp</a>	(416) 640-7900	<b>Closed:</b> Dec 24-26, 31 & Jan 1 <b>Please check website for details</b>
<b>Robarts Library</b>	Contact the individual libraries, Holiday Library Hours: Dec 21/2017 – Jan 2/2018, see U of T <i>Library webpage:</i> <a href="https://onereach.library.utoronto.ca/holiday-hours-and-closures">https://onereach.library.utoronto.ca/holiday-hours-and-closures</a>	<b>(Robarts) Closed:</b> Dec 24-25, 31 & Jan 1
<b>OISE/UT Library</b>		<b>(OISE/UT) Closed:</b> Dec 21 - Jan 2
<b>Gerstein Science Information Centre</b>		<b>(Gerstein) Closed:</b> Dec 24-26, 31 & Jan 1
<b>Engineering and Computer Science Library</b>		<b>(Engineering &amp; Computer Science) Closed:</b> Dec 21 - Jan 2
<b>Division of University Advancement</b> at 21 King's College Circle - open to accept donations	(416) 978-1221 or 1-800-463-6048	<b>Closed:</b> Dec 23-26, 30-31 & Jan 1 <b>Open:</b> Dec 21-22 (9am-4pm), Dec 27-29 & Jan 2 (9am-4pm)

**Facilities & Services support will be modified as follows:**

- **Buildings will be locked at 5:00 pm on Wednesday, December 20, 2017.** There will be no cleaning staff on duty after December 20 until January 3, 2018. Persons entering and leaving buildings during this period must ensure that all doors and windows are secured at all times.
- For buildings requiring caretaking services during the close-down period, prior arrangements should be made through the Manager, Caretaking Services, **Ron Atkins at 416-978-8970 or [ron.atkins@utoronto.ca](mailto:ron.atkins@utoronto.ca)** or **Ivo Sousa at 416-946-8306 or [ivo.sousa@utoronto.ca](mailto:ivo.sousa@utoronto.ca)**. Costs of opening or cleaning buildings will be charged to departments at overtime rates.
- The last outside garbage pick-up, from all areas, will be on Wednesday, December 20, 2017. Routine service for garbage and recycling will resume on Wednesday, January 3, 2018. In the case of special requests for garbage pick up, please call **Reno Strano at 416-946-5711 or [reno.strano@utoronto.ca](mailto:reno.strano@utoronto.ca)** (Departments will be charged for this special service)
- The University intends, as in previous years, to take advantage of this period of low activity to reduce energy consumption. While all essential services will be maintained to critical areas, such as active computer centres and residences, ventilation and the ambient temperatures in most University buildings will be reduced to below the standard comfort level of 20°C. To reduce the risk of a freeze-up in individual room units, it is essential that occupants make certain all windows are closed and heating units are left in the "on" position. A skeleton staff of operating engineers will be in attendance to ascertain that all systems are operating as scheduled and to respond to trouble calls. If, based on your experience last year, you anticipate problem areas, please advise **Gord Robins at 416-978-6717 or [gordon.robins@utoronto.ca](mailto:gordon.robins@utoronto.ca)**.
- The University Campus Police Services (416-978-2323 or 416-978-2222 for emergencies) will be available 24 hours a day throughout the entire period. Any security issues or breakdown of building systems should be reported immediately to 416-978-2323 or 416-978-3000.
- Campus Mail Services, while not open to the public, will be sorting mail during the holidays. Departments should expect a large delivery of the accumulated mail on the first day back as in past years.
- Chemical Waste Contractor will be on-site Wednesday, December 20 for the last collection of 2017 including the usual service call at MaRS and Lash Miller. Buildings normally serviced on Thursdays will have the last one on the 14th. The Biological Waste Contractor will collect on December 20<sup>th</sup> from the Medical Science Building and Fitzgerald. Buildings normally serviced on Fridays will have the last one on the 15th. Lab collection of biological and radiation waste will end on December 20 and start up again on January 3, 2018. Should you require extra supplies over the break or want to schedule service calls for January 2018, please contact the Environmental Protection Technicians at 416-946-3473 or [hazwaste.ehs@utoronto.ca](mailto:hazwaste.ehs@utoronto.ca). Any questions regarding procedures and/or Lab Closures can be directed to Rob Provost, Manager, Environmental Protection Services at 416-978-7000 or [rob.provost@utoronto.ca](mailto:rob.provost@utoronto.ca).

The cooperation we received last year was sincerely appreciated. Please ensure that this memorandum is widely distributed. It may also be accessed at: <http://www.fs.utoronto.ca/> (under the News section).