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|  |   | 191 Extended Education University of ManitobaWinnipeg, ManitobaCanada R3T 2N2Tel: (204) 272-1631 |
|  | Office of Risk and Compliance |

**MEMORANDUM**

**Date:** December 19, 2022

**To:** All Staff, Faculty, and Students

**From:** Karen Meelker, Executive Director, Risk and Compliance

**RE:** University Holiday Closing – 2022/2023

The University will close for this Holiday Season at 4:30 p.m. on Friday, December 23, 2022 and resume full operations on Wednesday, January 4, 2023 at both Fort Garry and Bannatyne Campuses. University buildings will be locked during this period with exceptions and special circumstances as noted on the Appendix to this memorandum.

During the holiday closure period, please be advised of the following:

* there will be no routine trades, caretaking, grounds or delivery services
* elevators will remain in operation as all passenger elevators are equipped with an emergency telephone
* lights and computers should be turned off for the break
* all windows must be closed before leaving offices, labs and classrooms, in order to prevent the freeze up of radiators and plumbing systems
* all taps/faucets should be in the closed/off position
* any unnecessary lab equipment should be shut down
* all chemicals should be secured and stored in a safe manner
* all small appliances/space heaters should be unplugged
* all extension cords should be unplugged
* Central Energy Plant (Fort Garry) and Power Engineers (Bannatyne) will be staffed 24/7

Should a **Safety or Security emergency** arise, please call

# (204) 474-9341 Security Services, Fort Garry Campus or dial 911

**(204) 789-3330 Security Services, Bannatyne Campus or dial 911**

Should a **Building emergency** arise, please call

# (204) 474-6281 Customer Service Desk, Fort Garry Campus

**(204) 789-3330 Security Services, Bannatyne Campus**

I would like to make a special appeal for your assistance in requesting staff and students to ensure doors and offices are locked over this period in order to reduce the risk of theft and vandalism. Door opening requests over the holidays should be sent to Security Services by December 20, 2022. These requests should be approved in advance by the Dean/Director or Unit Head.

Please inform the Customer Service Desk, O&M at 204-474-6281 of any special requirements relating to animals or research equipment during this period. Every effort will be made to accommodate those special needs.

Architectural and Engineering Services will share a list of active projects with Risk Management Office and Security Services in advance of the holiday break. Arrangements have been made for any shutdowns or service interruptions during this time.

I would also like to take this opportunity to extend to each of you and your families, holiday season greetings and best wishes for the New Year.

Regards,

Karen Meelker I Executive Director, Office of Risk & Compliance I University of Manitoba I Cell: 204-227-8205 I Desk: 204-272-1631 I Email: Karen.meelker@umanitoba.ca