



## 2008 Lab Holiday Shutdown Cost Savings and Work Approvals

The Laboratory 'Holiday Shutdown' (6 p.m. on Tuesday, Dec. 23 to Thursday, Jan 1) offers a significant opportunity for energy cost savings. These savings are realized by shutting down equipment and utilities. Minimum work forces will continue the following functions during the shutdown:

- Plant Operations & Maintenance – Plant Maintenance Technicians
- Safety – Fire Department, Environmental Protection, Radiation Assessment
- Animal Care — Animal Colony Support Staff
- Receiving — Materials Operation Dec. 29–30 only
- US Mail — Open Dec. 24, and 29–31, resuming Jan. 2
- Hydrogen Safety — Mechanical Engineering and Technical Support
- Custodial Services — if employees are through working during break, request custodial service via building manager by tomorrow.
- Cafeteria — see TABL for Holiday Schedule

Special programmatic needs may require additional employees to work during the shutdown. All employees who must work during the shutdown must have advance approval by the Division Director cognizant. In addition, employees who must work with unsealed radioactive materials must have the intended work reviewed and approved by the Environmental Health & Safety Department one week before the shutdown period.

Alternative utility and/or equipment services may be required. Requests for service should be routed through the appropriate building manager and forwarded to the Facilities Division by tomorrow

The Laboratory would normally spend about \$13,026 per day for electric power. During December, the daily cost has been reduced to about \$11,269 per day. This represents about a \$46K savings during December.

Those who work during the shutdown can save energy by setting back thermostats in their own space, shutting off nonessential lights and equipment, using smaller portable heaters and work station lighting while working inside, and keeping outside windows and doors closed.