



UNIVERSITY
of HAWAII
MĀNOA

Office of the Vice Chancellor
for Administration, Finance and Operations

October 28, 2016

TO: Vice Chancellors
Deans and Directors

FROM: Kathy Cutshaw *Kathy Cutshaw*
Vice Chancellor for Administration, Finance and Operations

SUBJECT: **MĀNOA GREEN DAYS – “Power Down” of Campus Buildings during the holidays:**

- 1) **Thanksgiving Break: November 23, 2016 (Wednesday after 6:00 p.m.) through November 27, 2016 (Sunday)**
NOTE: November 25, 2016 (Friday) – Voluntary Power Down
- 2) **Winter Break: December 23, 2016 (Friday after 6:00 p.m.) through January 2, 2017 (Monday) - Re-open January 3, 2017 (Tuesday)**
NOTE: December 27-30, 2016 – Voluntary Power Down

The University of Hawai'i at Mānoa (UH Mānoa) is continuing efforts to preserve our environment and operate in a sustainable manner.

With classes not in session during the holiday season, UH Mānoa will continue to “power down” participating buildings as part of our Mānoa Green Days (MGD) Program. While we continue to recognize that UH Mānoa is a State agency providing public service and functions as an academic and research-intensive institution, we are also cognizant of classroom usage and employee work pattern changes during the holidays.

MĀNOA GREEN DAYS DETAILS

Updated details of the MGD Program for the 2016-2017 academic year will be posted on the MGD website (<http://manoa.hawaii.edu/opf/mgd.php>) along with a list of participating buildings.

Participating Buildings - “Power Down” Specifics

1. We will “power-down” buildings participating in MGD to minimize the use of air conditioning systems;
2. Building safety systems, elevators, lighting systems, and building power will continue to be operational;
3. External building lighting will continue to operate normally; and
4. Buildings with shut down or reduced central air-conditioning will be monitored.

2500 Campus Road, Hawai'i Hall 307
Honolulu, Hawai'i 96822
Telephone: (808) 956-9190
Fax: (808) 956-5136

Responsibilities

Building Coordinators: Building coordinators are responsible for communicating details of the “power down” with building occupants in a timely manner. If a building is shared with multiple colleges/schools/programs, the designated building coordinator will communicate with the appropriate Dean/Director/Vice Chancellor and staff members who are required to work in common areas in an effort to reduce electricity consumption in individual offices. Please contact your building coordinator for your specific needs.

Building coordinator directory: <http://manoa.hawaii.edu/opf/buildingCoordinators.php?section=directory>

Facilities Management Office: Facilities Management staff will monitor and walk through buildings which have reduced or no air-conditioning to monitor for possible mold or other potential problem situations, including classrooms, offices, and file rooms. The exception to the above will be restricted research areas.

All Employees: All employees, irrespective of specific building “power downs,” are requested to ensure that lights, computer equipment, personal refrigerators, window air-conditioning units, etc., are turned off. A checklist is attached and also available on the MGD website which you may tailor for your specific unit.

Deans/Directors/Vice Chancellors: As the campus will be closed with limited services available, we ask that Deans, Directors and Vice Chancellors plan and communicate with their faculty and staff in advance to prepare for operational and staffing needs. Increased timely communication between you, your faculty and staff, and your building coordinator is essential throughout MGD to ensure success and timely preparation and communication. We ask that the hours of operation and emergency contact information for the upcoming “power down” periods be posted on the respective websites of schools/colleges/departments at UH Mānoa and communicated to appropriate persons and offices.

Human Resources: The UH Mānoa Human Resource Office is responsible for answering all questions regarding staff and human resources issues. Likewise, the Office of the Vice Chancellor for Academic Affairs is responsible for faculty human resources issues.

UH Mānoa Employees

Voluntary power down periods are as follows:

- Friday, November 25, 2016: Day after Thanksgiving
- Tuesday, December 27, 2016 through Friday, December 30, 2016

During periods of voluntary power down, employees are considered on duty but we encourage supervisors to allow staff members to voluntarily take vacation, leave without pay, or to relocate to other work sites should their work location be closed, as appropriate. Leave requests shall be submitted in a timely manner, and it shall be within the discretion of the Dean/Director/Vice Chancellor to grant leave requests and/or arrange alternative work sites.

Adjustments to individual work assignments, as approved by the Dean/Director/Vice Chancellor, may be authorized so long as work productivity, service requirements and accountability are clearly delineated. Please assist your employees with securing alternate work sites, if needed.

Each Dean/Director/Vice Chancellor is delegated the authority to require an employee's presence to perform critical functions during those days, if deemed essential, for operational purposes. Please communicate such operational needs with the employee as soon as possible.

HGEA (BU 2, 3, 4, 8 and 9) and UPW (BU 1 and 10) – Employees who are part of these bargaining units will be on duty and may be relocated to other work locations or may be authorized to voluntarily take vacation or leave without pay, as appropriate, during periods of voluntary power down.

UHPA – Article V.C., Duty Period, states “On the day after Thanksgiving, during the interval between semesters and during the spring recess, Faculty Members on 9-month appointments are provided with professional development days. Faculty Members are not entitled to additional compensation to attend meetings or to carry out other University business during this period.” Article IV, Faculty Professional Responsibilities and Workload, describes a wide-range of on-going activities.

During the MGD, work assignments and office locations for faculty on 11-month contracts, specialists, librarians, agents and researchers, should be identified and coordinated through each Dean/Director/Vice Chancellor office in cases involving building closures and where necessary. As the work requirements and expectations for faculty members are different from those of staff employees, some faculty members may take vacation, while others may work in other locations as appropriate.

Contact Information

As details of the “power down” will differ from building to building and program by program, please contact Shannon Suzuki of Planning & Facilities (stsuzuki@hawaii.edu or 956-4688) by **November 14, 2016** if your College/School/Program is interested in participating in the MGD Program and has not yet confirmed participation with Facilities Management. Specific building details will be worked out at that time. Should you have questions or concerns regarding other aspects of this program, please call the following offices as appropriate:

Health and Safety:	Emma Kennedy ekennedy@hawaii.edu ; 956-3204
Department of Public Safety:	Chief Randall West rlwest@hawaii.edu ; 956-8310
Building Management:	Shannon Suzuki stsuzuki@hawaii.edu ; 956-4688

Academic Personnel:
(Faculty)

Beverly A. McCreary
bmccrear@hawaii.edu; 956-9429

Human Resources:
(Staff)

Tammy Kuniyoshi
tammyk@hawaii.edu; 956-3028

We appreciate your continued consideration and efforts in saving resources and conserving power on our campus while balancing our public service responsibilities as a State agency. You exemplify our leadership role as an institution of higher learning and research committed to continuing our efforts of preserving our environment and operating in a sustainable manner.

Attachment: Checklist

c: President and Mānoa Interim Chancellor David Lassner
BOR Secretary Cynthia Quinn
System-wide Vice Presidents
Executive Director Sylvia Yuen, RCUH
President Donna Vuchinich, UH Foundation
Interim Director Darcie Yoshinaga, ORS
Director Debra Ishii, OHR

MĀNOA GREEN DAYS

CHECKLIST FOR BUILDING CLOSURES

I. General Checklist

- Close all windows and blinds.
- Secure important/confidential documents and valuables.
- Perishable foods, such as fruits, vegetables, and bread, should be removed from the building. Do not leave perishable items in building trash cans or in refrigerators.
- Update your telephone and e-mail message for the closure period. Below is a sample message that provides a simple explanation of the MGD program. Please feel free to modify the wording to best fit your unit's power-down situation.

*Happy Holidays! Thank you for calling the **(name of unit)** at the University of Hawai'i at Mānoa. We are currently participating in the Mānoa Green Days program, a campus effort in energy conservation. We will be away from the office from **(date)** to **(date)**. Messages left on this line will be checked periodically and thus, you may leave your name, number, and a brief message. If this is an emergency, please contact **(name of person)** at **(telephone number or e-mail address)** or the Office of Public Safety at 956-6911. Thank you.*

II. Electrical Device Checklist

All electrical equipment and appliances – except phones - should be **unplugged** or turned off at the power strip or outlet, including but not limited to:

- Refrigerators (remove all items, defrost, and wipe down)
- Microwave ovens
- Coffee makers
- Battery chargers
- Computers
- Printers
- Fax machines
- Network devices (routers, switches, hubs, etc.)
- Clocks and radios
- Window air conditioning units