

Winter Break Reminders!

It's A Party!

If you have any parties scheduled, could you please let Facilities Management know.

We want to be sure to remove any trash from your area to help prevent any odor and/or pest issues during the break.

FM Custodians leave at
2:00 PM on 12/23/2014

Office Prep

To prepare your offices/ labs/ classrooms/ buildings for winter break closing, we respectfully request your assistance with the following:



Please set your thermostats to 65 degrees. This temperature setting will save on energy, but not too low to prevent any freezing of pipes in the buildings while we are away.

- * Please cover any equipment with plastic drop cloths. This will prevent any water damage to your equipment in the event of a roof leak or pipe break. (Plastic drop cloths can be obtained at the FM Warehouse with a charge number)

Questions? Contact:
Facilities Management Ext. 5533
or facmgmt@admin.nmt.edu