SCHOOL OF MEDICINE WINTER CLOSURE SERVICE INFORMATION

December 14, 2020 - January 1, 2021

If you have an emergency (on or off-campus), please call 911 from your cell phone
(you can also call 9-911 from any campus phone)

CAMPUS FACILITIES OPERATIONS DURING WINTER BREAK (On and off campus)

Building Access: During the winter closure, buildings at SoM will continue to be accessible via badge access.

Operations and Maintenance: Call (650) 721-2146 or go to http://med.stanford.edu/medfacilities/work-request.html and enter a Facilities Work Request.

Health and Safety: For health & safety issues and other non-emergencies, dial (650) 723-7222.

Security: Accessible 24/7 by calling (650) 723-7222.

Shipping and Receiving: The Loading Dock will be open December 15-17, 2020 (closing on December 17 at 3 p.m.). Normal package delivery will occur during these days. After December 18, 2020, all packages, including those from Fisher and VWR, will be delivered on January 4, 2021. Praxair and Airgas will be making deliveries as normal.

Campus/ID Mail Services: Services will be suspended during the winter closure. Off-campus buildings will continue to receive direct deliveries, based on the availability of occupants.

Please support our Sustainability efforts by SAVING ENERGY

- Turn off as many lights as safely possible
- Close doors and windows (if applicable)
- Unplug or turn off any devices or equipment including computer and monitors
- Unplug or turn off Printers, scanners, copiers, FAX machines and other peripherals
- Turn off anything with a "brick" on the power cord - they use power even when devices are off
- Unplug any scientific equipment that will not be used
- Lower the sash on all fume hoods.

Please continue to follow the Stanford COVID-19 social distancing policies found on cardinalrecovery.stanford.edu. All individuals must continue to wear face coverings, continue to social distance, and continue to complete health check (healthcheck.stanford.edu) before entering Stanford School of Medicine (SoM) buildings.
Thank you,
Office of Facilities Planning and Management