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MEMORANDUM

To: Portland State University Deans, Directors and Department Chairs
From: Quinn Soifer, Facilities Engineer
CC: Ron Blaj, Director
Date: 10/16/12
Re: Weekly Campus Briefing - Electrical Infrastructure Winter Shutdown

Capital Projects and Construction is conducting Campus Briefings starting November 2, 2012 through December 21, 2012. Meeting will be held in the Smith Memorial Student Union Building. The schedule is as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>11/02</td>
<td>11:00am – noon</td>
<td>SMSU 328</td>
</tr>
<tr>
<td>11/09</td>
<td>11:00am – noon</td>
<td>SMSU 294</td>
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<tr>
<td>11/30</td>
<td>11:00am – noon</td>
<td>SMSU 296</td>
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<tr>
<td>12/07</td>
<td>11:00am – noon</td>
<td>SMSU 296</td>
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<tr>
<td>12/21</td>
<td>11:00am – noon</td>
<td>SMSU 296</td>
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The purpose of the briefings is to focus on concerns and issues related to the intermittent brief power interruptions associated with the electrical infrastructure testing taking place over the winter closure (12/23 - 12/31/12).

Although the testing will occur during PSU’s closure, we understand that some activity is continuous and may be affected regardless of our best efforts. The meetings will be an open forum where attendees will have the opportunity to address outage lengths, equipment handling, contingency plans, security, as well as scheduling issues. If we proceed with proper communication and planning, it will reduce or eliminate the impacts on your normal activities.

It is for the same reason that we wish to welcome anyone with any interest or who will be directly impacted by the testing. As a reminder, the following buildings will be affected:

- Science Research and Teaching Center
- Science Building 1
- West Heating Plant
- Peter W. Stott Center
- Research Greenhouse
- Millar Library
- XSB
- Lincoln Hall
- Cramer Hall
- Smith Memorial Student Union/Library East
- Neuberger Hall
- Parking Structure 1
- University Services Building/Parking Structure 2
Attendance is not required. As the testing dates become closer and the details are finalized, each department will be notified individually. Please contact me, if you have any concerns or to make sure we are meeting with the appropriate people in your departments.