MEMORANDUM

To: Portland State University Deans, Directors and Department Chairs
From: Quinn Soifer, Facilities Engineer
CC: Ron Blaj, Director
Date: November, 30 2012
Re: Weekly Campus Briefing - Electrical Infrastructure Winter Shutdown Testing Schedule

PSU’s West Campus Electrical Infrastructure Test Schedule is enclosed. Testing will occur during the winter closure, Saturday December 22 – Monday December 31 2012. 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
- Extended Studies Building
- Lincoln Hall
- Cramer Hall
- Smith Memorial Student Union/Library East
- Neuberger Hall
- Parking Structure 1
- University Services Building/Parking Structure 2

The maximum duration of the outages will be 1-hour. The schedule outlines the times outages and power bumps will occur. Power bumps are caused by power being transferred between electrical feeds. During the power bumps you’ll experience a 10-15 second power outage.

In the event of an unexpected issue we will send notifications. To be added to a particular buildings email list please contact us at the email below.

For those who have not contacted us for special arrangements we recommend making the following preparations before and after your schedule outage:

- Power down any electrical equipment (such as computers, printers, etc) that may be damaged or cause loss of work.
- We encourage you to verify that all electronics and equipment are powered down before the outage and verify functionality after.
- Consider or make arrangements for perishables in refrigerators and freezers.
- Make arrangement for Remote Login usage. Remote login will not be available during both the 1-hour outage and the power bumps.
- If possible, avoid the building during the day of the outage or at least during the outage itself.

Please contact us at soiferq@pdx.edu if you have any concerns, need to make special arrangements, or you wish to be removed/added to a particular buildings distribution list.