# Closing Time 2026/2027

**Tuesday, 22nd December until Sunday, 3rd January**

Dear colleagues,

the end of the year is approaching and with it the well-deserved Christmas vacation.

Due to the current budget situation, the buildings of Freie Universität Berlin will be closed from 22nd of December 2026 to 3rd of January 2027. Employees take holidays or work from home.

Please note the following suggestions:

1. During the Closing Time the heating systems will be centrally turned down beside a few exceptions. Additionally, the thermostatic valves will be turned to level 1 by the cleaning staff and the facility managers in the evening of 21th of December or in the morning of 22nd of December. In order to reduce their effort, we would like to ask you to turn **the thermostatic valves of the heating in your offices to level 1** on your last workday.

2. To avoid a freezing start of work in the new year, the buildings will be **heated up in good time before the end of the closure period**, and the heating in the offices will be set to level 3 again from the cleaning staff and facility managers.

3. For as much electricity saving as possible, we would like to ask you to **switch off electrical devices** in your workplace. Coffee machines, hot-water boilers etc. can be switched off as well as computers, monitors, printers and copiers (except Ricoh). Please use the switchable power boards if existing or pull the plugs out of the plug connector to avoid stand-by consumptions.

4. During this time it is worth **defrosting the refrigerators** used for groceries. But you should remember to keep the switched-off refrigerators a bit open in order to avoid unpleasant smells.

5. For **laboratories** you should regard the following: Before the start of the Closing Time digestors and working surfaces have to be completely emptied and **all chemicals** have to be put safely inside chemical cabinets or hazardous material storages. Please do not leave anything in the digestors. The ventilation of the digestors will be switched off during the Closing Time.

   Please also remember to switch off drying ovens, vacuum pumps, rotary evaporators, analyzers, heaters, hotplates etc. in the laboratories if possible until your last workday.

6. **Please arrange yourselves in the team.** The last one turns off the light and the first one in the tea kitchens or laboratories after the Closing Time lets the water run or uses it to water the flowers.

Further information as well as **checklists** for preparation of the offices, tea kitchens and laboratories can be found on the following website: **www.fu-berlin.de/sustainability**

**Information on the areas excluded from the Closing Time:**

The **control room** will be occupied during the whole Closing Time. You can reach the service under the telephone **number 55555**. Additionally, the facility managers and the operating technology staff will control the buildings from time to time.

We wish you a relaxing holiday and a good start to the New Year!

Your Sustainability and Energy Management Unit Team

**Important note for the 4th of January 2027:** In case that parts of the building or some rooms are strongly cooled off on the 4th of January, although thermostatic valves are turned to level 3, please immediately inform the central control station (55555), so that responsible operating technology staff can react as fast as possible. We would appreciate an additional informing message to schliesszeit@nachhaltigkeit.fu-berlin.de, so that the problem can be analyzed more precisely.

*If you have any questions or suggestions, please contact us: telephone number 57551 or via schliesszeit@nachhaltigkeit.fu-berlin.de.*