

**Facilities Service Information**  
**Campus Special Release Days**  
**December 25, 2023, to January 1, 2024**

**Campus and JPL services during the special release days:**

Please refer to the specific area's website for information on services that will be available during the special release days.

**Facilities 2023/24 Special Release Days Notice**

**Facilities Service Center.** The Facilities Service Center will close at 1:30 p.m. on December 22 and reopen January 2. During the Caltech holidays and the special release days, you may request service as follows:

- For any building-related **EMERGENCY**, call Campus Security at 626-395-5000.
- For any **URGENT** requests that need attention within 24 hours, call the Service Center at 626-395-4717 and press 9 to be connected to an on-duty facilities operator.
- For any **ROUTINE** service requests that can wait until the Service Center reopens on January 2, please submit your service request online through the [Facilities Service Request portal through Caltech Access](#).

**Central Utilities Plant.** The Central Utilities Plant is staffed during the holidays and the special release days to maintain utility services and to dispatch personnel for facilities maintenance emergencies. **For any facilities emergency, call Campus Security at 626-395-5000.**

**Custodial and Ground Services.** Limited services will be provided during the holidays and special release days as follows:

- **Custodial Services.**
  - Student Housing: Custodial services will provide services to Isolation designated areas per COVID-19 protocols, as necessary. Also, will provide service to occupied areas on Tuesday and Thursday, December 26 and 28.
  - General Campus buildings: Custodial Services will provide service to restrooms and occupied spaces on Tuesday and Thursday, December 26 and 28; or per pre-arranged schedule.
  - Security, Athletics, Central Plant and Satellite Plant will be serviced on a schedule pre-arranged with a supervisor of those sections.
  - For any urgent needs, such as COVID-19 response, spills, water leaks or similar event, call the Service Center at 626-395-4717 and press 9 to be connected to an on-duty facilities operator.
- **Grounds Services.**
  - Grounds: Will provide exterior trash service on Tuesday and Thursday, December 26 and 28.

**Chauffeur Services.** The Chauffeur service will operate on a limited basis during the special release days. Requests for chauffeur service should be made online through the [Facilities Service Request portal through Caltech Access](#) prior to 3:00 p.m. on Thursday, December 21.

**Liquid Nitrogen.** The Central Warehouse will close at 2:00 p.m. on Friday, December 22, and will reopen January 2. Please arrange to have your holiday liquid nitrogen Dewar orders placed by 3:00 p.m., Thursday, December 21, to ensure delivery on December 22. If you cannot stock sufficient supplies for the holidays, a mid-holiday delivery will be scheduled on the morning of Wednesday, December 27, by special appointment. For mid-holiday Dewar service, please complete the Transportation liquid nitrogen request online through the [Facilities Service Request portal through Caltech Access](#) prior to 3:00 p.m. on December 22 and specify delivery on December 27.

**Laboratory Gas Cylinders, Shipping & Receiving and Transportation.** Shipping and Receiving will close at 2:00 p.m. on Friday, December 22 and reopen on January 2. All normal operations of shipping parcels, receiving parcels and freight, and intra-campus deliveries will be suspended during this period. If you are scheduling a special delivery, please notify your shipper of these dates. Please arrange to have sufficient quantities of your laboratory gas cylinders ordered through TechMart, fulfilled, and delivered by Thursday, December 21. Cylinder delivery will resume on January 2.

**Post Office and FedEx Services.** The Caltech Post office and FedEx services will be staffed from 10:00 a.m. to 2:00 p.m. on Wednesday through Friday, December 27–29 for postal and FedEx needs. Mail Services and regular campus mail deliveries will close at 4:00 p.m. on Friday, December 22 and reopen on January 2. If mid-holiday campus mail service is required, please contact Mail Services at **626-395-6371** no later than 3:00 p.m. on December 22 to make arrangements for deliveries or pickups.

**Faculty Housing Office.** The Faculty Housing office will not be performing routine or non-emergency maintenance during the special release days. Guests scheduled to arrive in the new year will be met by a member of our team as part of our one-stop concierge service.

In the event of maintenance emergencies that need attention within 24 hours (e.g., loss of power, broken water pipe), call the Service Center at 626-395-4717 and press 9 to be connected to an on-duty facilities operator. Central Plant will have service personnel available for emergency dispatch. **For immediate, life-threatening emergencies, call campus Security at 626-395-5000.**

For any **ROUTINE** maintenance needs that can wait until the Faculty Housing office reopens on January 2, please submit your service request through the [Facilities Service Request portal through Caltech Access](#) or by emailing [facultyhousing@caltech.edu](mailto:facultyhousing@caltech.edu).

**Environmental Health & Safety (EH&S):** Please contact the Caltech Security emergency number at 626-395-5000 for all emergencies. Security will contact the appropriate Safety Engineers who are on-call 24/7 to respond to the emergency. For all other EH&S related services please refer to the [EH&S Winter Break Modified Services memo](#).

**Security and Parking Services.** Security will be staffed 24/7 and can be reached at 626-395-4701 for non-emergencies. The Parking Office will be closed for routine business matters during this time. **For any security or parking related emergencies, please call 626-395-5000.** Please refer to our homepage for more information: <https://security.caltech.edu/>.