

# MEMORANDUM

**TO:** All Departments Heads

**FROM:** Timothy O'Hara  
Director of Physical Plant

**RE:** Utility Notice and Generator Test E-mail Notification List Servers

**DATE:** June 3, 2024

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If you need to be notified of our scheduled utility interruptions or shutdowns, a system is in place that will automatically send e-mails to individuals who subscribe for a particular building or group of buildings. A system of List Servers is used to accomplish this.

To receive these important notices departments and individuals need to personally subscribe to the List Server(s) they desire. Physical Plant cannot do this for them.

Hospital Administrative Policy U-03 covers this process and management's expectations regarding subscription. Departments are highly encouraged to ensure responsible individuals are identified to monitor utility e-mails daily and alert those who have a need to know. Departments are also expected to unsubscribe individuals who leave Upstate.

**To receive utility notices**, click the list name (link) of the building(s) you want to subscribe to from the list below, **enter an e-mail address in the space provided, answer the question verifying you are not a robot and click on the Subscribe button. No other fields need to be completed.** All activities result in a confirmation message returned from the List Server.

**To unsubscribe** click on uh-utility (for example) scroll down to Uh-utility Subscribers, enter an e-mail address, click the unsubscribe or edit option and click the unsubscribe button on the next screen. All activities result in a confirmation message returned from the List Server.

Utility emergency updates will continue to be sent directly to all university e-mail users.

If you have any questions, please feel free to contact Facilities Maintenance Operations Center.

| <b><u>Utility Notice List Server Building Group(s)</u></b>                                   | <b><u>List Name</u></b>                   |
|----------------------------------------------------------------------------------------------|-------------------------------------------|
| 1. CNY Biotech Accelerator                                                                   | <a href="#"><u>bac-utility</u></a>        |
| 2. Community General Hospital- (Not sure if this is still used)                              | <a href="#"><u>cgh-utility</u></a>        |
| 3. Community General Hospital                                                                | <a href="#"><u>CHNotify</u></a>           |
| 4. Computer Warehouse Building, Regional Oncology Center & Cancer Center                     | <a href="#"><u>cwb-roc-cc-utility</u></a> |
| 5. Dr. Sarah Loguen Center                                                                   | <a href="#"><u>sl-utility</u></a>         |
| 6. East Tower                                                                                | <a href="#"><u>et-utility</u></a>         |
| 7. East Wing/Boiler House                                                                    | <a href="#"><u>ew-bh-utility</u></a>      |
| 8. Gamma Knife                                                                               | <a href="#"><u>gamma-utility</u></a>      |
| 9. Geneva Tower                                                                              | <a href="#"><u>gt-utility</u></a>         |
| 10. Institute for Human Performance                                                          | <a href="#"><u>ihp-utility</u></a>        |
| 11. Jacobsen Hall, Campus Activities Building & Clark Hall                                   | <a href="#"><u>jh-cab-ct-utility</u></a>  |
| 12. Library                                                                                  | <a href="#"><u>lib-utility</u></a>        |
| 13. Nappi Wellness Building                                                                  | <a href="#"><u>nappi-utility</u></a>      |
| 14. New Academic Building                                                                    | <a href="#"><u>nab-utility</u></a>        |
| 15. Neuroscience Research Building                                                           | <a href="#"><u>nrb-utility</u></a>        |
| 16. Silverman, Building 49                                                                   | <a href="#"><u>sil-b49-utility</u></a>    |
| 17. University Hospital                                                                      | <a href="#"><u>uh-utility</u></a>         |
| 18. Weiskotten Hall & Setnor Building                                                        | <a href="#"><u>wh-set-utility</u></a>     |
| 19. Weiskotten Hall Addition                                                                 | <a href="#"><u>wha-utility</u></a>        |
| 20. All others<br>550 Harrison<br>East & West Garage<br>Madison Tower<br>UHCC<br>TU3/TU4/TU7 | <a href="#"><u>offcamp-utility</u></a>    |