

TO: All Departments with Space in East and West Parking Garages

DATE: May 2026

SUBJECT: Generator Test: East and West Parking Garages

The next monthly test is scheduled **for Tuesday, May 19, 2026.**

The test, although intended to simulate an actual power outage, has been modified to keep the disruption to services at a minimum. If an actual power outage occurs, the electrical circuits supported by the generator will be without power for 5 to 10 seconds except for those areas which have their own uninterruptible power supplies. Our recent experience suggests that a real power outage can be expected once a year. If you have equipment, processes, etc. that cannot cope with a power outage of this duration, your department should consider installing uninterruptible power supplies (UPS's).

THE PARKING GARAGE WEST TEST PROCEDURES ARE AS FOLLOWS:

- The emergency generator will be starting between 7:00AM and 7:05AM and will be used as the source for emergency power for approximately 30 minutes.
- The emergency power will be switched back to normal between 7:30AM and 7:35AM when the generator turns off.
- Emergency outlets (red) and emergency lights will blink when the test starts and again when it ends.

PARKING GARAGE EAST TEST PROCEDURES ARE AS FOLLOWS:

- The emergency generator will be starting between 8:00AM and 8:05AM and will be used as the source for emergency power for approximately 30 minutes.
- The emergency power will be switched back to normal between 8:30AM and 8:35AM when the generator turns off.
- Emergency outlets (red) and emergency lights will blink when the test starts and again when it ends.

If you have any questions or concerns regarding the test or the emergency power system, please feel free to contact Marc Dingle, Electrical Facilities Manager at 4-8923 or 680-323-1819.

Your continued cooperation in completing the code mandated emergency diesel

generator test is greatly appreciated.

Thank you.