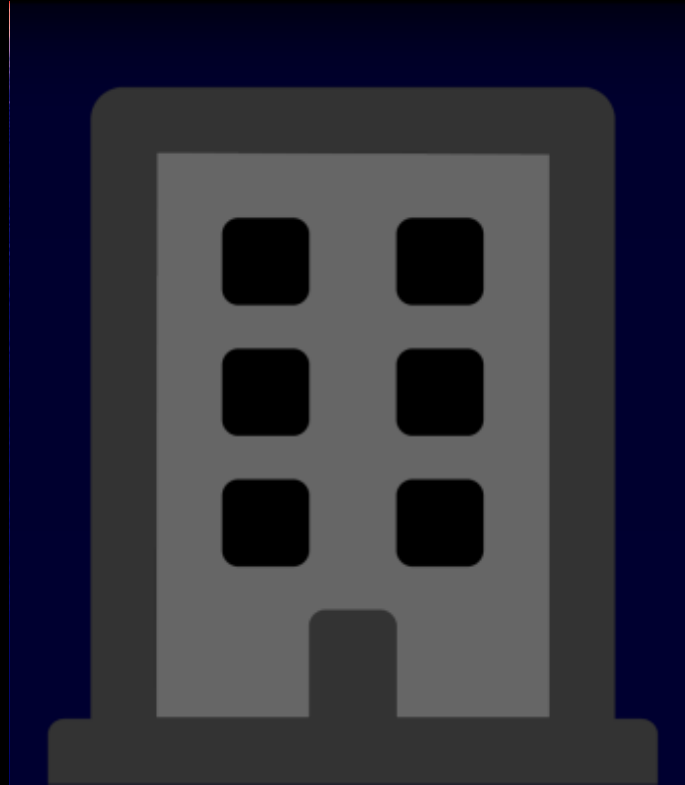# Approaches to Managing Energy during Facility Shutdowns: Using a Master Schedule
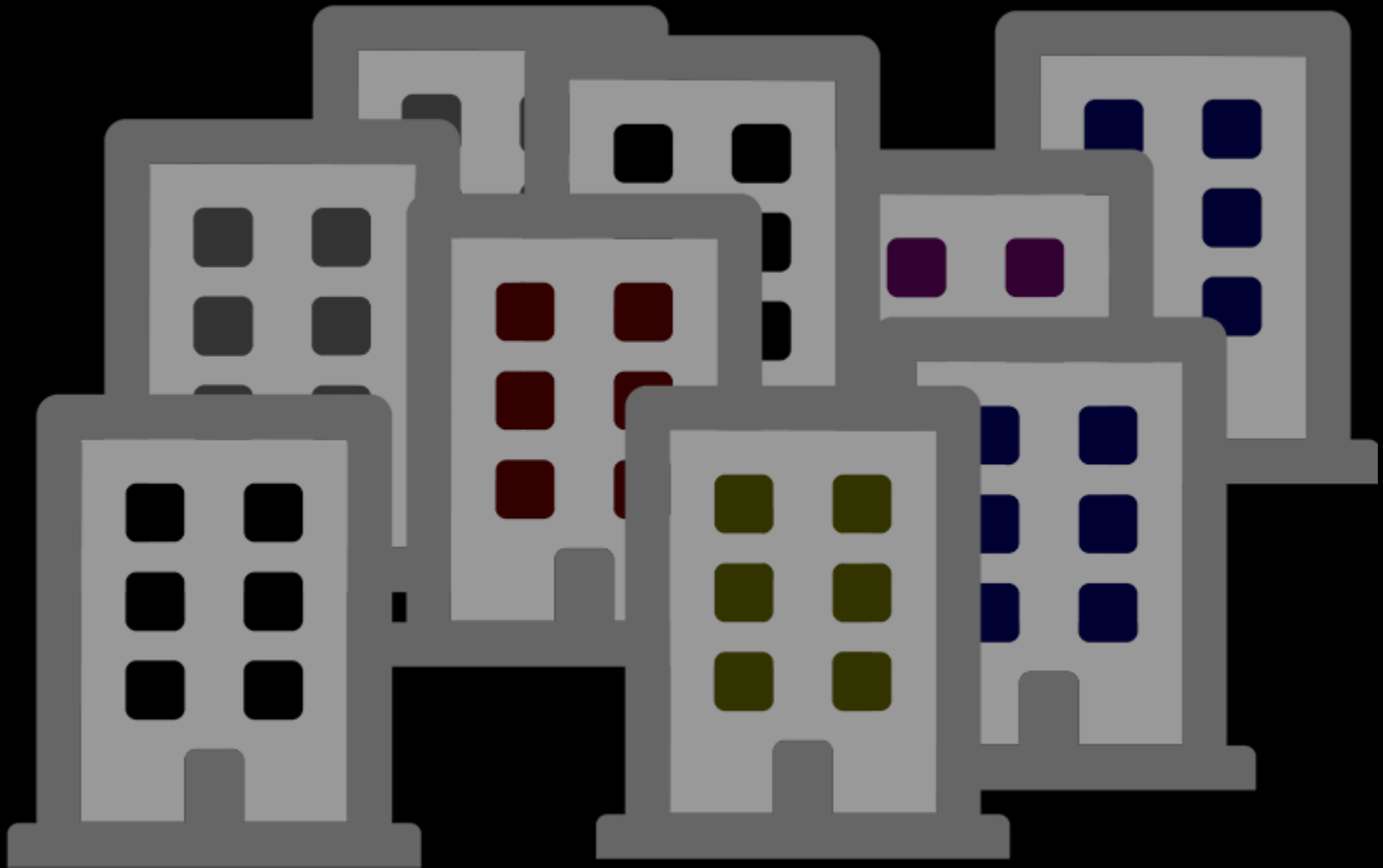
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Schedules

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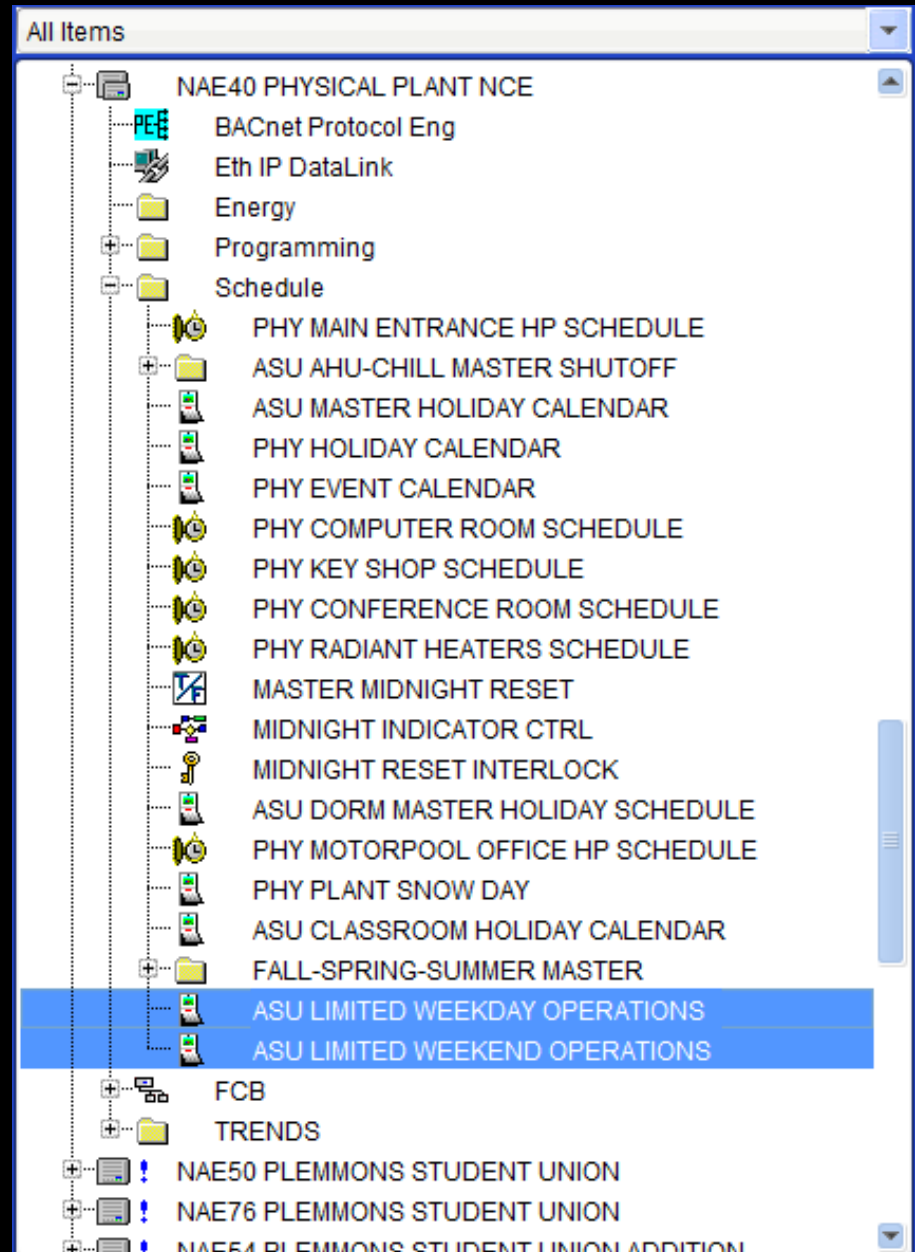
Schedules

Use a Master Calendar

- A master calendar can control multiple buildings

- You can also use a schedule to control schedules to switch between semester or summer and fall/spring building schedules

A master calendar can control multiple buildings

Why Master Calendars?

- Reside in a standard location

- We keep the Master Holiday, Shutdown, and Classroom Calendars

- Affects all buildings with one click

Example of Modifying Schedule

- Normal Schedule

- Add Exception Calendar to Schedule

- Makes alternate Schedule whenever Calendar is Enabled