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

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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