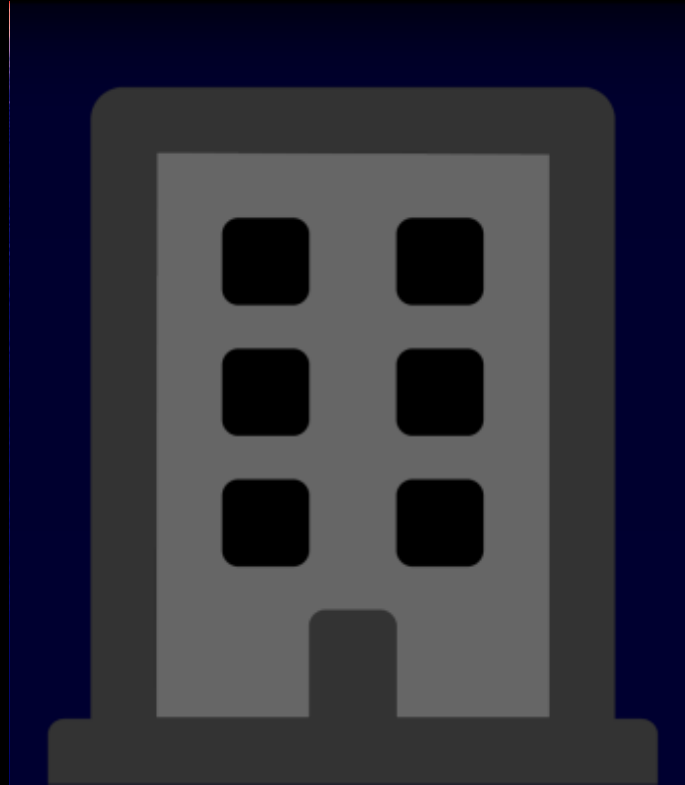


Approaches to Managing Energy during Facility Shutdowns: Using a Master Schedule

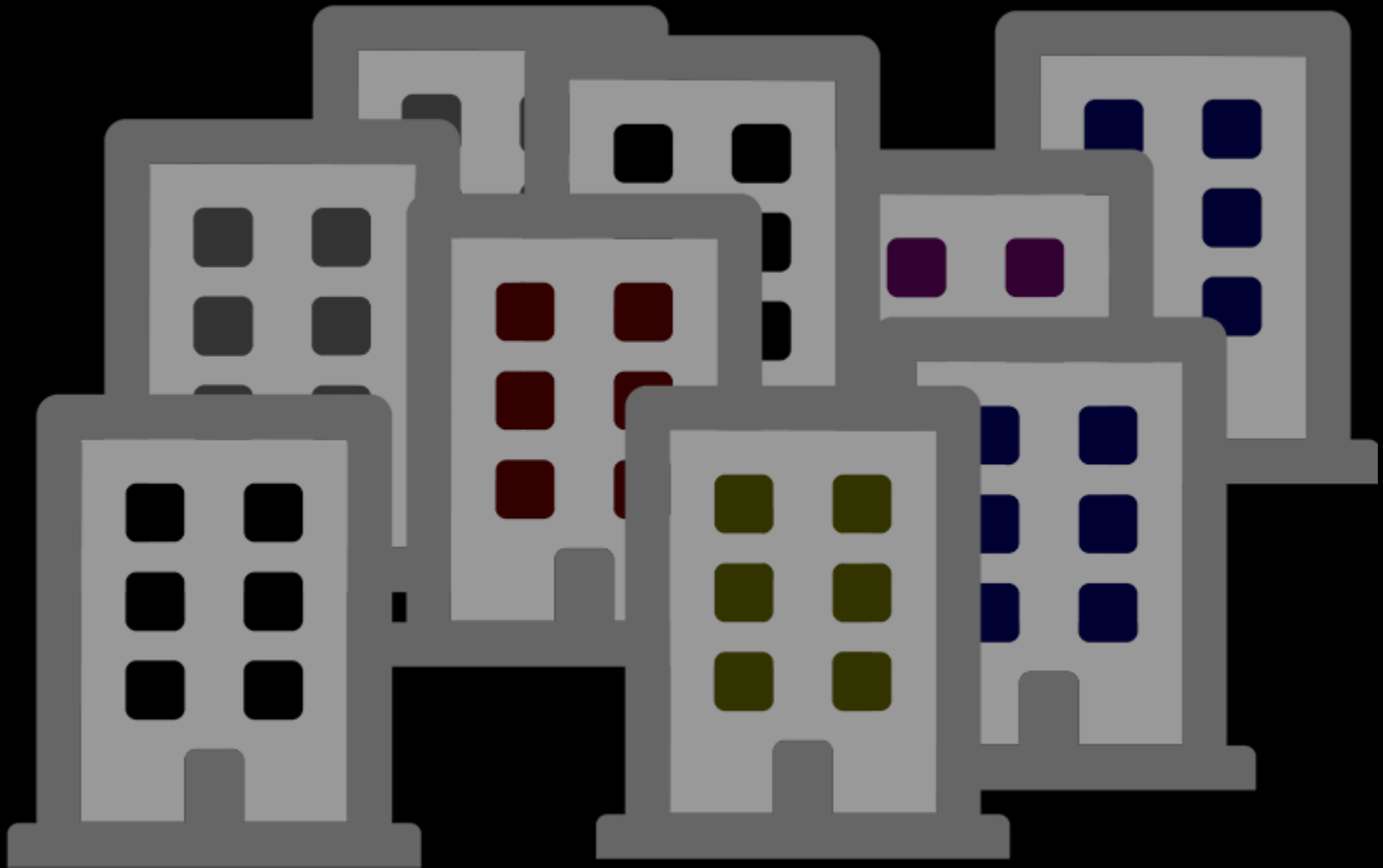


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Schedules



Schedules



Use a Master Calendar

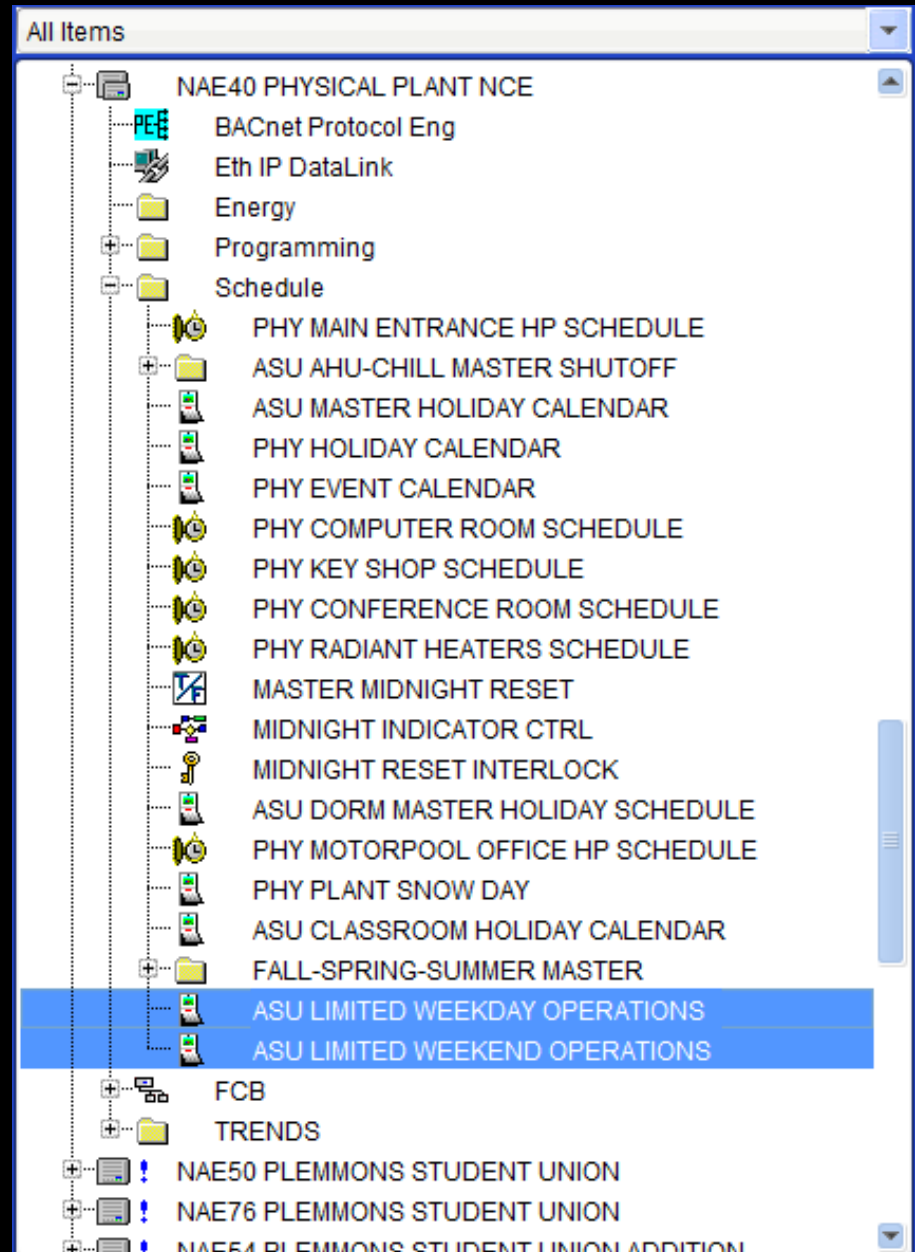
- A master calendar can control multiple buildings
- You can also use a schedule to control schedules to switch between semester or summer and fall/spring building schedules

A master calendar can control multiple buildings

The screenshot displays two calendar windows for ASU Limited Weekday Operations. The top window is titled "ASU LIMITED WEEKDAY OPERATIONS" and has a status of "True Normal". The bottom window is titled "ASU LIMITED WEEKEND OPERATIONS" and has a status of "False Normal". Both windows feature a "Calendar" tab and a "Focus" tab, along with "Edit" and "Entry Detail" buttons and navigation arrows. The main content is a grid of monthly calendars for 2020, from March to August. In the top-left calendar (March), the date 25 is circled in red. In the bottom-left calendar (March), the date 25 is also circled in red. The grids show days of the week (Sun-Sat) and dates, with some cells highlighted in blue.

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

