



FAQ's about Energy saving measurements 2023-2024

Frequently asked questions about working in Forum during the period between 23 December 2023 and 8 January 2024

Which WUR-buildings can I go to on campus between 23 December 2023 and 8 January 2024?

Forum (building number 102) will be the central building for WUR staff and -students between Christmas and 8 January. Forum is freely accessible, and you can enter without a WURcard. Forum has irregular opening hours during this period. You can find these in time on [Forum, building number 102 - WUR](#)

In the first week of January, WUR employees can also work in Actio (no 116, opposite Impulse) between 8 a.m. and 5 p.m.: [Actio, building number 116 - WUR](#) On the next page we will give you more information about working in Actio from 2 to 5 January.

What facilities are available in Forum?

There will be an in-house emergency response team and reception staff present in Forum. Facility staff will also be present to show staff and students the way, answer questions and provide assistance should the need arise.

During week 52, the Grand Café will be open from 10.00 am to 2.00 pm with a limited Grab & Go range (except for Monday 25 and Tuesday 26 December). During week 1, the Grand Café will be open from 8.30 am to 5.00 pm with a limited Grab & Go range. Except for Monday 1 January. Banqueting service will also be available in Forum (this means employees can order group lunches through their secretarial offices). Please order before the 20th of December.

Can I reserve a space to work or study?

You cannot reserve individual spaces. Students can (and have to) only reserve spaces on the fourth floor in the Library using time-edit.

There are facilities for (blended) meetings in Forum. Staff can request meeting rooms through the Forum Reception. Please call us at 0317-482160 or send an email to forum.fb@wur.nl.

What facilities are available in Forum for working and studying?

There are a few thousand spaces available in Forum. Facility staff will be present to help you find a space that suits your work for that day.

The Forum Library

You can find quiet study spaces in the Forum Library. These study spaces have adjustable office chairs and fixed work surfaces. There are several standing desks on the second floor where the height of the desk is adjustable. A small number of study spaces have desktop computers. There are also a few study pods in the Library where you can work in seclusion. There are six group meeting rooms.

Other facilities

In addition to the above-mentioned study spaces, Forum has many regular tables and chairs where you can sit and meet in groups. These chairs and tables are non-adjustable.

There are also rooms with adjustable office chairs, height-adjustable desks and large screens for online meetings. The stewards and facility staff can provide support where necessary.

There are no dual-monitor displays in Forum. There are screens with HDMI connections and keyboards. Your computer mouse is personal and you must bring it with you. If you are missing something, please ask the Forum reception.

More information about Forum: [Forum, building number 102 - WUR](#)

When is the heating on (comfort times) in Forum?

The comfort times are aligned with the alternate opening hours during the period between 25 December and 8 January. The hours the heating is on are the same as Forum opening hours.

As a teacher, how can I prepare my lessons during this period?

Forum is open in the last week of December and first week of January. The other educational buildings are closed.

(Wet) practical courses

Practicum Facility Support (PFO) has contacted all lecturers who teach (wet) practical courses in period 3 to coordinate preparation of their courses before the Christmas period if possible. If it is not possible to prepare before the Christmas holidays, teachers can contact their regular support contact person to prepare the courses in the first week of January (starting from Wednesday 3 January). This is possible in Orion and Forum. If preparations for (wet) practicals in Aurora and Atlas are necessary before the start of period 3, we ask these lecturers to contact their regular support staff.

Other subjects

For preparations for other courses, we ask you to contact the Forum reception (this also applies if you are preparing for education in another education building). Forum is open throughout the holiday period and preparations (for non-wet practicals) will take place here unchanged. Contact details for Forum reception: Phone: 0317-482160. Mail: forum.fb@wur.nl.

FAQ's about working in Actio in the first week of January 2024

What are the opening hours of Actio from 2-5 January?

Actio is open from 8 a.m. to 5 p.m.

How is access arranged in Actio? Can I enter there with my WURcard?

Actio will be freely accessible to all employees between 8 a.m. and 5 p.m. from 2 up until 5 January. This includes areas that are normally only accessible to authorized employees.

Who can work in Actio?

All WUR employees may work in building Actio from Monday 2 January through Friday 5 januari 2024.

Can I reserve a workplace in building Actio?

No, you can't reserve a workplace. For meetings you can book a meeting room via Outlook (building 116).

Can I sit anywhere?

Yes, you can choose your workplace as you like in Actio West. A receptionist will show you the way when you enter the building.

What are the heating hours in Actio?

Heating hours are the same as Actio's opening hours.

What kind of workplaces are there in Actio?

Actio (building 116 across from Impulse) will be open from Monday 2 January through Friday 5 January. There are open office spaces with adjustable desks and adjustable chairs. There are also focus rooms for shorter periods of concentrated work or for Teams meetings. In addition, there are several meeting rooms (for larger and smaller groups). There are (sometimes double) screens and keyboards. A computer mouse is personal and you must bring it yourself. If you have questions, please ask our Actio reception.

In the Work Café you will find seating areas and lunch tables. There are also several hot beverage vending machines in the building. A receptionist is available to help you with questions. You can't reserve a workplace. You can reserve a meeting room in Actio through Outlook (building 116).

Can I use all facilities such as printers?

Yes, printers and coffee machines can be used by all employees.

As in Forum, is there staff available to help me on my way if needed?

Yes, receptionist and facilities staff are available for questions and support.

Are there things I need to consider when working in Actio?

Yes, we ask that you do not eat at your desk but do so in the Work Café (first floor).

Because of the open office spaces in Actio, we ask you to keep the quiet in the work area. For longer conversations, please briefly leave the work area. Because there are no (fixed) individual workplaces in Actio, please take your belongings with you at the end of the workday.

FAQ's about WUR's energy-saving measures, including the closure of many WUR premises between 25 December 2023 and 8 January 2024

Why is WUR taking these additional energy-saving measures?

We know from experience that rates of building occupancy are particularly low during the Christmas and New Year period. So, to save energy, WUR has decided to focus activities that take place during these two weeks in Forum and to close the other buildings. People who want to work on campus can do so in Forum. And employees can also work in the Actio building during the first week of January. Any necessary work that can only take place on location, such as work in the laboratories, can continue provided that it is coordinated with the management board.

We are doing this so WUR can help reduce energy scarcity and can contribute to reducing CO2 emissions, and so it can create a sustainable future and liveable planet.

Can I work during the period between 25 December and 8 January?

Yes, you can work on campus or at home. Activities on campus period will be as concentrated in Forum (and for employees also in Actio the first week of January) as possible during this period. Any necessary work that can only take place on location, such as work in the laboratories, can continue on site provided that it is coordinated with the management.

What about WUR's other locations outside of Wageningen? What are we doing there?

We are doing the same there as at the WUR locations on campus. We are looking at what energy-saving opportunities there are for each building by optimising building systems, adjusting comfort times and by turning off lights and equipment where possible. We are also looking at what is possible with regard to closure between 25 December and 8 January. All of this is being done in close coordination with the location management and the management boards.

What are 'comfort times'?

These are the heating times in the office buildings. We will set the WUR offices to standard temperature (19 degrees) between 8.00 am and 5.00 pm, then to the 'weekend setting' (15 degrees) for the remainder of the time. The temperature is aligned with opening hours in the education buildings too. Temperatures can have a light variation of half a degree warmer or colder.

What are the results of these measures in terms of savings?

The end-of-year closing last year resulted in 20% less gas and 6% less electricity consumed compared to the same period a year earlier. That is 63,000m3 of gas and 200,000kWh of electricity. The total annual savings of all measures amounted to 5% less electricity and 4% less gas (corrected for climate influences, such as a warmer temperatures throughout the year). This is 2,800,000kWh of electricity and 215,000m3 of gas. That's 6% less electricity and 12% less gas when not adjusted for climate influences.

Can I still enter my own building or will it be closed?

In principle, all premises are closed. Only Forum, Actio (first week of January) and a few laboratories are open. Actio is open for WUR employees from Monday 2 January till Friday 5 January 2024. On Monday January 8 all buildings will be open again. Please be aware that it will take some time for all the building to be fully heated again (you might want to bring a warm sweater on January 8).

Can I still have my post sent to WUR?

Yes, the postal services in Actio are open on workdays from 8.00 am to 5.00 pm. Mail and parcels are accepted here, and you can drop off post you want sent here. The postal services are accessible via the goods entrance on the side of the building (NEXUS building side). The post round (collection and delivery of the post for each building) is still being adjusted for each location but will be limited. If you have any questions, the mailroom can be reached via postkamer.fb@wur.nl or 0317 483573.

How will planned events/visits by external parties work during that period? (Think of any foreign delegations, New Years get-togethers being planned)

Get in touch with your management board to discuss the procedures and arrangements.

What about security on campus during these two weeks?

Our security provider, Schipper, will be surveying the campus more often during this period, including during the day.

Can I still exercise at Sports Centre de Bongerd?

Yes, you can still exercise in de Bongerd. Bear in mind that the opening times will be different: Please visit [Sports Centre de Bongerd - WUR](#) for more information.

Who can I go to if I have any questions, comments or ideas?

Keep an eye on communication in your own building or contact your local location manager or management for more information regarding measurements in your building. Any other questions? If so, please get in touch with the Facilities Service Desk via servicedesk.facilities@wur.nl, call 0317-486666 or report your request or question via the self-service option: [Facilities & Services Self service \(wur.nl\)](https://iwms.wur.nl) (<https://iwms.wur.nl>)

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