



FAQ's about Energy saving measures 2024-2025

Frequently asked questions about working on campus between 21 December 2024 and 5 January 2025

In which WUR building can I work on campus from Saturday 21 December 2024 to Sunday 5 January 2025?

Forum (building number 102) is the central building where WUR staff and students can work or study from 21 December to 5 January. It is freely accessible; you can enter without a WURcard. For more information about the building, see [Forum, building number 102](#).

From 30 December to 3 January, WUR employees can also work in Actio (building 116 on campus, opposite Impulse) on weekdays between 8:00 and 17:00. On the next page, we will give you more information about working in Actio.

What are the opening hours and restaurant facilities of Forum?

The Forum's opening hours will be adjusted from Saturday, 21 December 2024, to Sunday, 5 January 2025. On Monday, 6 January 2025, normal opening hours will apply again.

Day	Date	Forum Building	Library
Saturday	21 December	10 a.m. - 6 p.m.	Closed
Sunday	22 December	10 a.m. - 6 p.m.	Closed
Monday	23 December	8 a.m. - 6 p.m.	8 a.m. - 6 p.m.
Tuesday	24 December	8 a.m. - 6 p.m.	8 a.m. - 6 p.m.
Wednesday Christmas day	25 December	Closed	Closed
Thursday Christmas day	26 December	Closed	Closed
Friday	27 December	8 a.m. - 6 p.m.	Closed
Saturday	28 December	10 a.m. - 6 p.m.	Closed
Sunday	29 December	10 a.m. - 6 p.m.	Closed
Monday	30 December	8 a.m. - 6 p.m.	8 a.m. - 6 p.m.
Tuesday	31 December	8 a.m. - 6 p.m.	8 a.m. - 6 p.m.
Wednesday New Year	1 January	Closed	Closed
Thursday	2 January	8 a.m. - 6 p.m.	8 a.m. - 6 p.m.
Friday	3 January	8 a.m. - 6 p.m.	8 a.m. - 6 p.m.
Saturday	4 January	10 a.m. - 6 p.m.	Closed
Sunday	5 January	10 a.m. - 6 p.m.	Closed

During this period, the Grand Café will be open on all working days from 10 am to 2 pm with a limited Grab & Go range.

- Week 52: open on 23, 24 and 27 December 2024
- Week 1: open on 30 and 31 December 2024, 2 and 3 January 2025

There is also a Health Food Wall vending machine in Forum where you can get fresh meals daily. In addition, Banqueting service is available in Forum (this means employees order group lunches through their secretaries). Please, send your banqueting orders before 20 December.

An in-house emergency response team and reception staff will be 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.

Can I reserve a space to work or study?

You cannot reserve an individual workplace, but employees can book a meeting room via the Forum reception, provided you have a meeting. Phone: 0317-482160. Mail: forum.fb@wur.nl.

What facilities are available in Forum for working and studying?

There are a few thousand places available in Forum. There are different spaces, from small meeting rooms to larger classrooms. Follow the signage in the building to locate designated quiet workspaces. Facility staff can help you find a suitable place. The class rooms are not suited for blended meetings. Please contact the [Forum Reception](#) to reserve a Teams Room if you have a blended/Teams meeting.

The Forum Library

The public area of Forum Library offers quiet study places. These have adjustable office chairs with a fixed worktop. There are also some sit-stand desks on the second floor, with a height-adjustable desk. A small number of study places have a desktop computer. There are also some 'study pods' in the library where you can work in a semi-closed space. In addition, there are six group study rooms. The study places on the 4th floor of the library are only available for students and must be reserved in Time-edit.

Other facilities

In addition to the above-mentioned study places in the Library, there are many regular tables and chairs available in the Forum building to sit and consult with a group. These tables and chairs are not adjustable. In addition, there are several rooms with adjustable office chairs, height-adjustable tables and large screens for online meetings. The facility staff present can provide support where necessary. There are no dual screens in the Forum. However, there are screens with HDMI connections and keyboards. Your mouse is personal and you need to bring your own. If the above workplace facilities in the Forum are not sufficient for you, please contact your location manager for additional custom solutions. Check this [intranet page for an overview of all location managers](#).

What is the current status of the repair work following the fire in Forum?

Repair work is still ongoing due to the fire in Forum on October 24. This may cause some inconvenience. Certain areas of the building and library are temporarily inaccessible and are cordoned off with tape. Please keep this in mind when visiting. The most recent information can be found at [Update: Fire in Forum](#).

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

The hours the heating is on are the same as the 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 the first week of January. The other educational buildings are closed. (Wet) practical courses

All lecturers who provide (wet) practical courses in period 3 have been contacted by Practicum Facility Support (PFO) to coordinate the preparation of their courses before the Christmas period, if possible. If it is not possible to prepare before the Christmas holidays, lecturers can contact their course support staff (their regular contact person for this) to prepare the courses in the first week from Monday 30 December. This can be done in Orion and Forum. If preparations for (wet) practicals in Aurora and Atlas are necessary before the start of period 3, we ask you to contact your regular course assistant.

Other courses

For preparations for other courses, we ask you to contact the Forum Reception (this also applies if it concerns the preparation of education in another educational building). The Forum will be open on weekdays throughout the holiday period and the preparations (for the non-wet practicals) will take place unchanged. Please, contact Reception Forum by phone: 0317-482160 or by email: forum.fb@wur.nl for questions

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

Who can work in Actio?

All WUR employees are allowed to work in the Actio building in week 1. Actio Zuid is available to employees of the Facilities Department and Actio West to employees of WCDI and other Science Groups. For information on Actio, see [Actio, building number 116 - WUR](#).

What are the opening hours of Actio from Monday 30 December 2024 until Friday 3 January 2025?

From Monday, 30 December 2024 to Friday, 3 January 2025, Actio will be open from 8:00 a.m. to 5:00 p.m. On January 1, 2025 (New Year's Day), Actio will be closed.

How is the physical access organised in Actio? Can I enter there with my WURcard?

Actio is freely accessible to all employees on weekdays between 8:00 and 17:00 in week 1. You don't need your WURcard to enter the building. This also applies to areas that normally are only accessible to authorised employees.

Can I reserve a workplace in building Actio?

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

Can I sit anywhere?

Actio Zuid is open to employees of the Facilities Department. Actio West is open to employees of the WCDI and other departments. When you enter Actio, clear signs indicate the locations. In principle, you can sit at any workplace in those parts of the building.

What are the heating hours (comfort times) in Actio?

The heating hours are the same as Actio's opening hours.

What kind of workplaces are there in Actio?

The workstations in the open-plan offices have adjustable desks and adjustable chairs. There are also focus rooms, intended for shorter periods of concentrated work or Teams meetings. In addition, there are several meeting rooms (for larger and smaller groups). There are (sometimes double) screens and keyboards. A mouse is personal and you have to bring your own. If you miss something, please report to the reception. In the Werk-Café you will find seats and lunch tables. There are several hot drinks vending machines in the building. A receptionist is present at all times to help you with questions. It is not possible to reserve a desk. However, for meetings, you can book a meeting room in Actio via Outlook (building 116).

Can I use all the facilities such as printers?

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

Is there staff available to help me on my way if needed?

Yes, a 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 your voice down in the work area. For longer conversations, Teams meetings etc. 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 21 December 2024 and 5 January 2025

Why is WUR taking these additional energy-saving measures?

WUR wants to contribute to a sustainable future by using sustainable energy sources, for example, the Thermal Energy Storage (ATES) on campus. In addition, WUR is aiming to permanently reduce its energy consumption. During the period from Christmas through the first week of January, few staff and students tend to come to campus, because many people take leave during this holiday period. Buildings are often largely empty and sites outside Wageningen run a winter schedule. The heating and lighting of all the buildings is inefficient for so few people. WUR has therefore decided to repeat the year-end closure during that period. By concentrating workplaces in Forum and Actio, we can save energy.

Can I work during the period between 21 December 2024 and 5 January 2025?

Yes, you can work on campus or at home. Activities on campus during this period will be concentrated in [Forum](#) (and for employees also in Actio the first week of January). Necessary work that can only take place on location, such as work in the laboratories, can continue on site, provided that your local management is consulted and agrees.

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 turning off lights and equipment where possible. We are also looking at what is possible concerning closure between 23 December and 5 January. All of this is being done in 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 slight variation of half a degree warmer or colder.

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

Last year, the combination of the end-of-year closure, connecting Radix-West and Atlas to the ATES loop and the other energy-saving measures resulted in 11% less gas consumption (22,000 m³ gas) compared to the same period a year earlier. Connecting to the ATES loop will result in substantial gas savings. However, the ATES leads to slightly higher electricity consumption this year (about 3%, some 60,000 kWh). This is because the heat pumps and the ATES pumps are now used to heat the buildings run on electricity. Ultimately, the ATES system (heat pump and ATES pump) is more energy efficient than heating a building with gas.

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

In principle, all premises are closed. Only Forum, Actio and a few laboratories are open. Actio is open for WUR employees from Monday 30 December 2024 until Friday 3 January 2025. On Monday 6 January, all buildings will be open again. Please be aware that it will take some time for the buildings to be fully heated again (you might want to bring a warm sweater on 6 January).

Can I still have my post sent to WUR?

Yes, the postal services in Actio are open on working days from 8.00 am to 5.00 pm. Mail and parcels are accepted here; you can drop off the 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) 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 or New Year get-togethers)

Please, get in touch with your management 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 the 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 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 +31 317 48 0100 or report your request or question via the self-service option: [Self-service \(wur.nl\)](#) (<https://iwms.wur.nl>)

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