



**Office of Research Facilities**  
Development and Operations  
at the National Institutes of Health

Welcome to the Office of Research Facilities Development and Operations website and user help.

From the ORF Development and Operation website, a number of functions are available to the **General User** to view scheduled utility shutdown events, and to sign-up to or unsubscribe from e-mail notifications for shutdown events. These functions are available from the [ORF website](#). No user ID or password is required.

**General User:**

For instructions to each of these functions, click the following links to see a *how-to* for each function.

[View](#) a scheduled utility shutdown

[Sign-up \(subscribe\)](#) to e-mail notifications

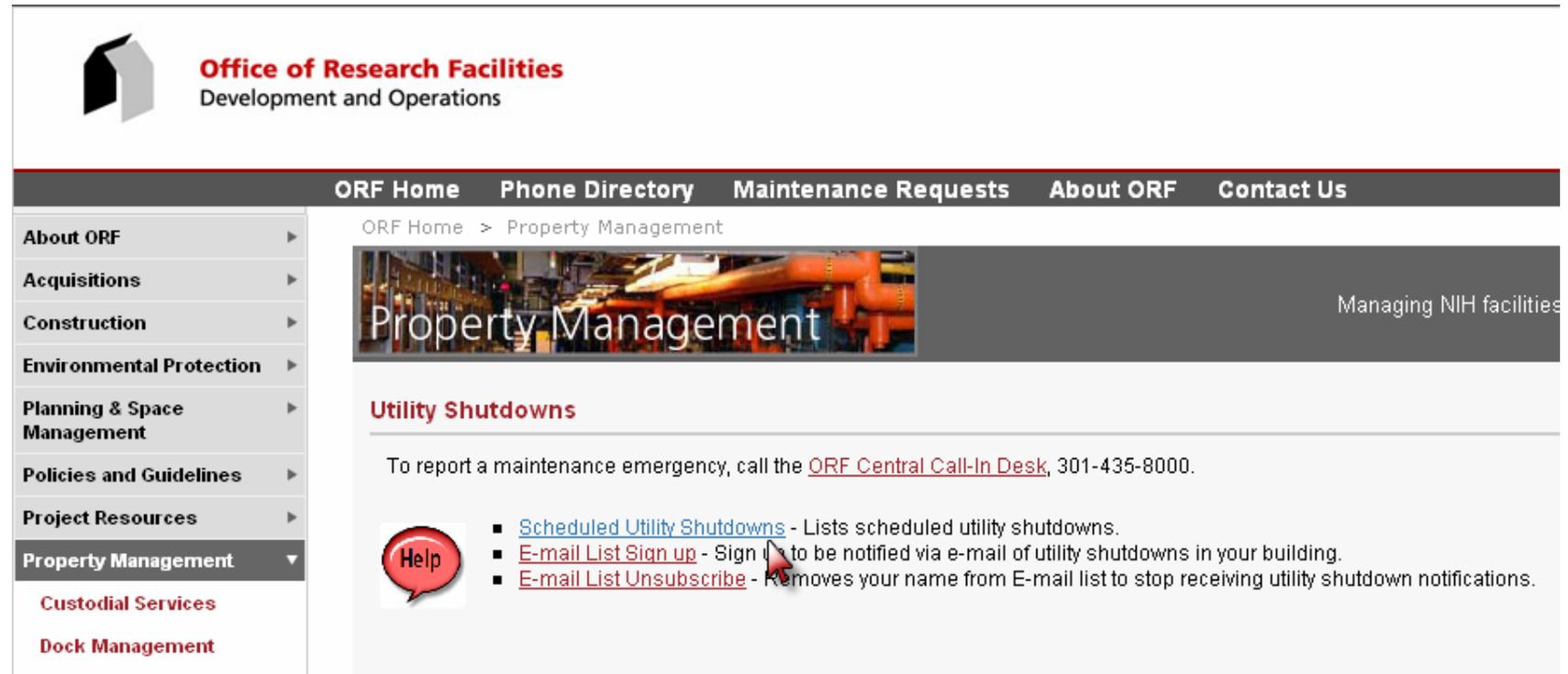
[Unsubscribe](#) to e-mail notifications

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## VIEW A SCHEDULED UTILITY SHUTDOWN

You can view a list of all scheduled and approved utility shutdown events.

- ❖ From the *Property Management* page of the ORF website, click the *Scheduled Utility Shutdowns* link.



The screenshot shows the website for the Office of Research Facilities, Development and Operations. The navigation bar includes links for ORF Home, Phone Directory, Maintenance Requests, About ORF, and Contact Us. A left sidebar menu lists various categories, with Property Management selected. The main content area features a breadcrumb trail (ORF Home > Property Management), a banner image of a laboratory with the text 'Property Management' and 'Managing NIH facilities', and a section titled 'Utility Shutdowns'. This section provides instructions on how to report a maintenance emergency and lists three links: 'Scheduled Utility Shutdowns', 'E-mail List Sign up', and 'E-mail List Unsubscribe'.

**Office of Research Facilities**  
Development and Operations

ORF Home Phone Directory Maintenance Requests About ORF Contact Us

ORF Home > Property Management

Property Management Managing NIH facilities

**Utility Shutdowns**

To report a maintenance emergency, call the [ORF Central Call-In Desk](#), 301-435-8000.

- [Scheduled Utility Shutdowns](#) - Lists scheduled utility shutdowns.
- [E-mail List Sign up](#) - Sign up to be notified via e-mail of utility shutdowns in your building.
- [E-mail List Unsubscribe](#) - Removes your name from E-mail list to stop receiving utility shutdown notifications.

Help

All scheduled utility shutdowns are displayed in a table.

**TIP:** The *Areas Affected*, and *Begin* and *End Date/Time* columns can be sorted in ascending or descending order by clicking those headings.

- ❖ To display event details, click the active links under the *Areas Affected* column (building or room numbers).

The screenshot shows the website for the Office of Research Facilities, Development and Operations. The main navigation bar includes links for ORF Home, Phone Directory, Maintenance Requests, About ORF, and Contact Us. A left sidebar lists various service categories, with 'Property Management' selected. The main content area features a 'Property Management' banner and a section titled 'Scheduled Utility Shutdowns'. Below this section, a table displays four records of scheduled utility shutdowns, sorted by 'Areas Affected' in ascending order. The table columns are 'Areas Affected', 'Utilities Affected', 'Begin Date/Time', and 'End Date/Time'. Each row contains a location and room number under 'Areas Affected', the specific utilities affected, and the start and end times of the shutdown.

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Development and Operations

Search

ORF Home Phone Directory Maintenance Requests About ORF Contact Us

ORF Home > Property Management

**Property Management** Managing NIH facilities and overseeing their operation, maintenance and repair

**Scheduled Utility Shutdowns**

The following utility shutdowns have been approved and scheduled. Click on the Areas Affected column for more information or contact the Utilities Operations Branch at 301-594-9802.

To receive notices of utility shutdowns by e-mail click [here](#) and subscribe to receive notices for the building of your choice. Click on the column header (except "Utilities Affected") to resort the list.

Total: 4 Records Currently sorted by Areas Affected in ascending order.

Areas Affected	Utilities Affected	Begin Date/Time	End Date/Time
Location: Maryland Bethesda Main Campus Building: 1_5 Room: <a href="#">This is a test. - 12/07/2007</a>	Steam, Sewer, Fire Protection Minor, other - This is a test . - 12/07/2007	12/18/2007 8:15:00 AM	12/25/2007 4:00:00 AM
Location: Maryland Bethesda Main Campus Building: 50 Room: <a href="#">BLDG.50 RM. B220 WR-HJM70061 12-16-06</a>	Fire Protection Minor	12/16/2007 7:00:00 AM	12/16/2007 2:30:00 PM
Location: Test Ing Building: <a href="#">Testing</a> Room: <a href="#">Testing</a>	Steam, Natural Gas, Sewer, other - Testing	12/10/2007 12:15:00 AM	12/11/2007 1:00:00 AM
Location: Locaiton Building: <a href="#">BLD1</a> Room: <a href="#">testing</a>	Steam, Natural Gas, Domestic Water, Sewer, other - testing	12/24/2007 1:15:00 AM	12/25/2007 1:15:00 AM

Event details are displayed.



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**AREA(S) AFFECTED:**

Building: 10, 10A

Rooms/Area(s): All rooms all floors on west side of old building ten (10)

**UTILITIES AFFECTED:**

Steam

**DATES:**

Begin: Friday, August 24, 2007 -- 5:00:00 PM

End: Saturday, August 25, 2007 -- 12:00:00 AM

**DETAILS:**

Purpose of Shutdown - To repair steam leak in material mangment section

Extent of Shutdown - There will be no steam to the following areas: Rooms N234 thru N324,S234 fourth (4) floor. The following Equipment will be affected HVAC (heating only),steilizers,autoclaves

Additional Remarks - There will be one Enviermetal(zone) temperature during this outage.

If you need further information, contact: **(301)496-5863 Clinical Center Maintenance Unit**

**Note:** This form was generated by the ORFDO Utility Shutdown Notification System.

For additional information or to receive future notifications regarding your building please visit

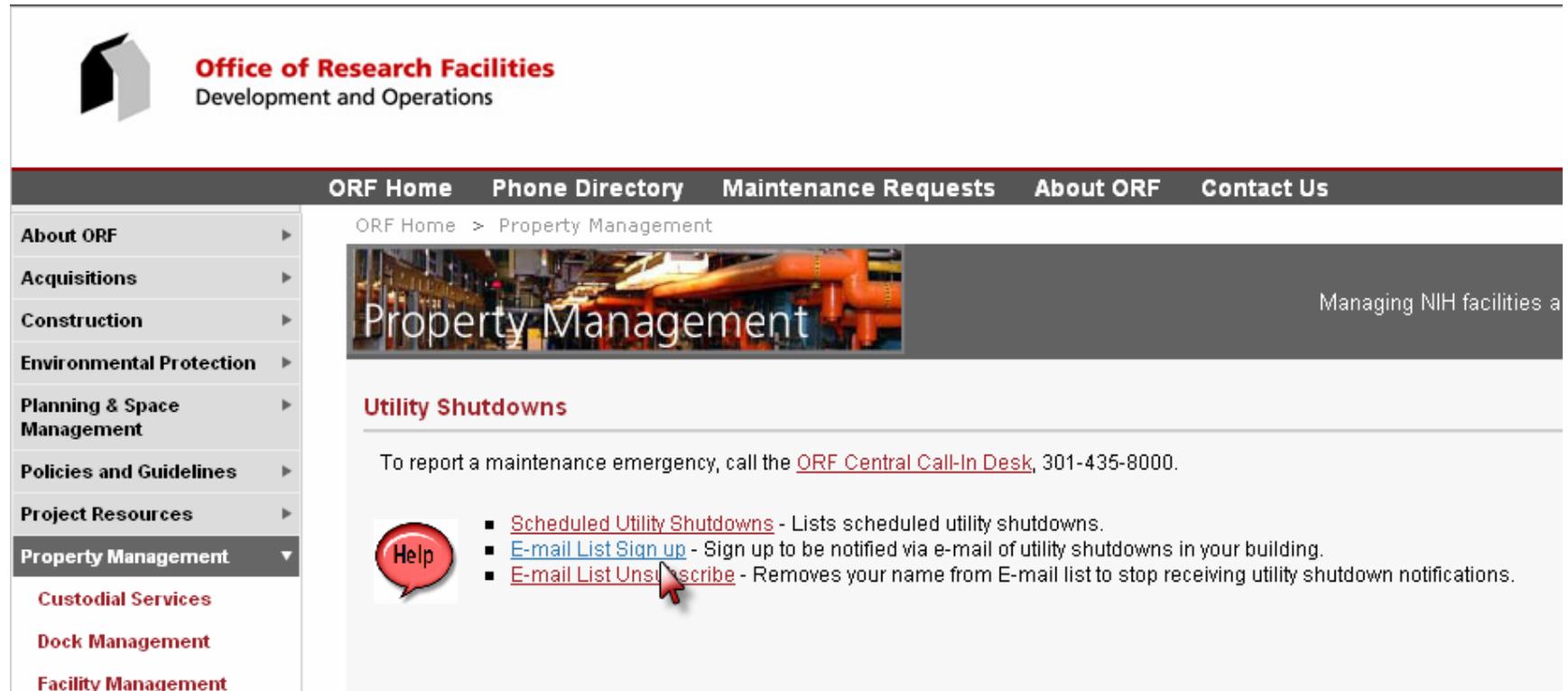
<http://orf2.od.nih.gov/utilityshutdown/scripts/index.asp>

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## SIGN-UP (SUBSCRIBE) TO UTILITY SHUTDOWN E-MAIL NOTIFICATIONS

You can subscribe to an e-mail list that will send automated notifications to your Outlook e-mail inbox when utility shutdown events are scheduled for one or more buildings. You must have a valid NIH e-mail account to subscribe to this service.

- ❖ From the *Property Management* page of the ORF website, click the *E-mail List Sign-up* link.



The screenshot shows the website for the Office of Research Facilities (ORF). The header includes the ORF logo and the text "Office of Research Facilities Development and Operations". A navigation bar contains links for "ORF Home", "Phone Directory", "Maintenance Requests", "About ORF", and "Contact Us". A left sidebar menu lists various categories, with "Property Management" selected. The main content area is titled "Property Management" and features a banner image of a facility interior. Below the banner, the section "Utility Shutdowns" is displayed. It includes a text block stating: "To report a maintenance emergency, call the [ORF Central Call-In Desk](#), 301-435-8000." A "Help" icon is present, and a list of links is provided: "Scheduled Utility Shutdowns" (Lists scheduled utility shutdowns), "E-mail List Sign up" (Sign up to be notified via e-mail of utility shutdowns in your building), and "E-mail List Unsubscribe" (Removes your name from E-mail list to stop receiving utility shutdown notifications). A mouse cursor is pointing at the "E-mail List Unsubscribe" link.

- ❖ In the *Location* field, select the location from the dropdown menu. The list of buildings will become available in the *Building* field.
- ❖ In the *Building List* field, use the scroll bar to find and select one or more buildings for which you wish to receive notifications. To select more than one option, hold down the CTRL key (PCs) or the CMD key (MACs) and click each option to select it.
- ❖ In the *First Name* field, enter your first name.
- ❖ In the *Last Name* field, enter your last name.
- ❖ In the *E-mail* field, enter a valid NIH e-mail address.
- ❖ Click **Subscribe**.

You will receive an e-mail from NIHLISTSERV with instructions on how to complete your subscription.

The screenshot shows the website for the Office of Research Facilities, Development and Operations. The navigation menu includes: ORF Home, Phone Directory, Maintenance Requests, About ORF, and Contact Us. The left sidebar lists various services such as Custodial Services, Dock Management, Facility Management, Maintenance Requests, Operations and Maintenance, Services Contacts, and Utility Shutdowns. The main content area is titled 'Property Management' and features a 'Subscribe to Email List' section for 'UTILITY SHUTDOWN'. The form includes the following fields:

- Location\***: A dropdown menu with the text 'Select a Location'.
- Building\***: A dropdown menu.
- First Name\***: A text input field.
- Last Name\***: A text input field.
- E-mail\***: A text input field with a note '(e.g., username@mail.nih.gov)' and a sub-note '(List subscribers are ONLY accepted from valid NIH e-mail addresses.)'.

At the bottom of the form are two buttons: 'Subscribe' and 'Clear'. A mouse cursor is pointing at the 'Subscribe' button.

A confirmation e-mail message will be sent to your NIH e-mail Inbox. You must respond to that message in order to be added to the listserv.

- ❖ Follow the instructions you receive with the e-mail message.



**Office of Research Facilities**  
Development and Operations

ORF Home [Phone Directory](#) [Maintenance Requests](#) [About ORF](#) [Contact Us](#)

ORF Home > [Property Management](#)

## Property Management

Managing NIH facilities and overseeing their operation, maintenance and repair

### E-mail List Subscription Result



Your request has been received and is being processed. Shortly you will receive a response at the e-mail address you submitted. You **MUST** respond to that e-mail in order to be added to this list.  
**If you do not respond within 96 hours, your request will expire and therefore you won't be subscribed to the mailing list.**

This page last updated on June 28, 2007

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- About ORF
- Acquisitions
- Construction
- Environmental Protection
- Planning & Space Management
- Policies and Guidelines
- Project Resources
- Property Management**
  - Custodial Services
  - Dock Management
  - Facility Management
  - Maintenance Requests
  - Operations and Maintenance
  - Services Contacts
  - Utility Shutdowns

❖ Once you receive an automated message from the listserv, you must click the link to confirm your subscription.

Command confirmation request (655EAC33) - Message (Plain Text)

File Edit View Insert Format Tools Actions Help Adobe PDF

Reply Reply to All Forward

SnagIt Window

Extra line breaks in this message were removed.

From: NIHLISTSERV (Commands Only) Sent: Mon 12/17/2007 2:46 PM  
To: [REDACTED]  
Cc:  
Subject: Command confirmation request (655EAC33)

Your command:

SUB NIHUTIL1@LIST.NIH.GOV

has been received. For security reasons, you are now required to reply to this message, as explained below, to confirm the execution of your command. Note that the security level of list is under list owner control, and that is the person you should contact if you have any complaint about security procedures.

To confirm the execution of your command, simply point your browser to the following URL:

<http://list.nih.gov/cgi-bin/wa?OK=655EAC33>

Alternatively, if you have no WWW access, you can reply to the present message and type "ok" (without the quotes) as the text of your message. Just the word "ok" - do not retype the command. This procedure will work with any mail program that fully conforms to the Internet standards for electronic mail. If you receive an error message, try sending a new message to LISTSERV@LIST.NIH.GOV (without using the "reply" function - this is very important) and type "ok 655EAC33" as the text of your message.

Finally, your command will be cancelled automatically if LISTSERV does not receive your confirmation within 96h. After that time, you must start over and resend the command to get a new confirmation code. If you change your mind and decide that you do NOT want to confirm the command, simply discard the present message and let the request expire on its own.

----- Original mail header -----  
Received: from nihrelayxway.hub.nih.gov (nihrelayxway.hub.nih.gov [128.231.90.106])  
by list.nih.gov (8.13.8/8.13.8) with ESMTP id 1BHJk&qt023406  
for <LISTSERV@list.nih.gov>; Mon, 17 Dec 2007 14:46:10 -0500 (EST)  
X-IronPortListener: NIH\_Relay  
X-SBRS: None  
X-IronPort-AV: E=Sophos;i="4.24.177,1196658000";  
d="scan'208";a="564230936"  
Received: from smtp.nih.gov (HELO ORSWEB) ([128.231.90.83])  
by nihrelayxway.hub.nih.gov with SMTP: 17 Dec 2007 14:46:11 -0500  
thread-index: AchA5XkO2g/O9PqGR9SSLEqvmysaEg=  
Thread-Topic: Subscription Request  
From: <@mail.nih.gov>  
To: <LISTSERV@list.nih.gov>  
Subject: Subscription Request  
Date: Mon, 17 Dec 2007 14:46:10 -0500  
Message-ID: <000001c840e5f790ef150cf64289c@ors.nih.gov>  
MIME-Version: 1.0  
Content-Type: text/plain  
Content-Transfer-Encoding: 7bit  
X-Mailer: Microsoft CDO for Windows 2000  
Content-Class: urn:content-classes:message  
Importance: normal  
Priority: normal  
X-MimeOLE: Produced By Microsoft MimeOLE V6.00.3790.2992

❖ Click your browser's **Back** button to return to the Utility Shutdown site.



## Execute Command

OK 655EAC33

[Subscriber's Corner](#)  
[Server Archives](#)

Confirming:  
> SUB NIHUTIL1@LIST.NIH.GOV  
You have been added to the NIHUTIL1 list.

[Help](#)  
[Log in](#)

**Useful commands:**  
[Release \(Server info\)](#)

**Send over e-mail:**  
[User Commands](#)

[← NIH LISTSERV Home Page](#)



[Center for Information Technology](#)  
[National Institutes of Health](#)  
Bethesda, Maryland 20892

## A confirmation e-mail message of your subscription will be sent to your Inbox.

Extra line breaks in this message were removed.

From: NIHLISTSERV (Commands Only)

Sent: Mon 12/17/2007 2:52 PM

To:

Cc:

Subject: You are now subscribed to the NIHUTIL1 list

Mon, 17 Dec 2007 14:52:18

Your subscription to the NIHUTIL1 list (Utility Shutdown notification for Bldg. 1) has been accepted.

Please save this message for future reference, especially if this is the first time you are subscribing to an electronic mailing list. If you ever need to leave the list, you will find the necessary instructions below.

Perhaps more importantly, saving a copy of this message (and of all future subscription notices from other mailing lists) in a special mail folder will give you instant access to the list of mailing lists that you are subscribed to. This may prove very useful the next time you go on vacation and need to leave the lists temporarily so as not to fill up your mailbox while you are away! You should also save the "welcome messages" from the list owners that you will occasionally receive after subscribing to a new list.

To send a message to all the people currently subscribed to the list, just send mail to NIHUTIL1@LIST.NIH.GOV. This is called "sending mail to the list," because you send mail to a single address and LISTSERV makes copies for all the people who have subscribed. This address (NIHUTIL1@LIST.NIH.GOV) is also called the "list address." You must never try to send any command to that address, as it would be distributed to all the people who have subscribed. All commands must be sent to the "LISTSERV address," LISTSERV@LIST.NIH.GOV. It is very important to understand the difference between the two, but fortunately it is not complicated. The LISTSERV address is like a FAX number that connects you to a machine, whereas the list address is like a normal voice line connecting you to a person. If you make a mistake and dial the FAX number when you wanted to talk to someone on the phone, you will quickly realize that you used the wrong number and call again. No harm will have been done. If on the other hand you accidentally make your FAX call someone's voice line, the person receiving the call will be inconvenienced, especially if your FAX then re-dials every 5 minutes. The fact that most people will eventually connect the FAX machine to the voice line to allow the FAX to go through and make the calls stop does not mean that you should continue to send FAXes to the voice number. People would just get mad at you. It works pretty much the same way with mailing lists, with the difference that you are calling hundreds or thousands of people at the same time, and consequently you can expect a lot of people to get upset if you consistently send commands to the list address.

You may leave the list at any time by sending a "SIGNOFF NIHUTIL1" command to LISTSERV@LIST.NIH.GOV. You can also tell LISTSERV how you want it to confirm the receipt of messages you send to the list. If you do not trust the system, send a "SET NIHUTIL1 REPRO" command and LISTSERV will send you a copy of your own messages, so that you can see that the message was distributed and did not get damaged on the way. After a while you may find that this is getting annoying, especially if your mail program does not tell you that the message is from you when it informs you that new mail has arrived from NIHUTIL1. If you send a "SET NIHUTIL1 ACK NOREPRO" command, LISTSERV will mail you a short acknowledgement instead, which will look different in your mailbox directory. With most mail programs you will know immediately that this is an acknowledgement you can read later. Finally, you can turn off acknowledgements completely with "SET NIHUTIL1 NOACK NOREPRO".

Following instructions from the list owner, your subscription options have been set to "REPRO" rather than the usual LISTSERV defaults. For more information about subscription options, send a "QUERY NIHUTIL1" command to LISTSERV@LIST.NIH.GOV.

Contributions sent to this list are automatically archived. You can get a list of the available archive files by sending an "INDEX NIHUTIL1" command to LISTSERV@LIST.NIH.GOV. You can then order these files with a "GET NIHUTIL1 LOGxxxx" command, or using LISTSERV's database search facilities. Send an "INFO DATABASE" command for more information on the latter.

This list is available in digest form. If you wish to receive the digested version of the postings, just issue a SET NIHUTIL1 DIGEST command.

IMPORTANT: This list is confidential. You should not publicly mention its existence, or forward copies of information you have obtained from it to third parties. Please note that the "GIVE" command is automatically disabled for all archive files.

More information on LISTSERV commands can be found in the LISTSERV reference card, which you can retrieve by sending an "INFO REFCARD" command to LISTSERV@LIST.NIH.GOV.

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## UNSUBSCRIBE TO UTILITY SHUTDOWN E-MAIL NOTIFICATIONS

You can unsubscribe to e-mail listservs that send automated notifications to your Inbox when utility shutdown events are scheduled for one or more buildings. You must know the e-mail address you subscribed with to unsubscribe to this service.

- ❖ From the *Property Management* page of the ORF website, click the *E-mail List Unsubscribe* link.



**Office of Research Facilities**  
Development and Operations

The screenshot shows the ORF website's navigation menu at the top with links for ORF Home, Phone Directory, Maintenance Requests, About ORF, and Contact Us. A left sidebar contains a list of categories, with 'Property Management' selected. The main content area is titled 'Property Management' and includes a sub-header 'Utility Shutdowns'. Below this, there is a text block stating: 'To report a maintenance emergency, call the [ORF Central Call-In Desk](#), 301-435-8000.' A 'Help' icon is positioned to the left of a bulleted list of links: 'Scheduled Utility Shutdowns', 'E-mail List Sign up', and 'E-mail List Unsubscribe'. A mouse cursor is pointing at the 'E-mail List Unsubscribe' link.

- ❖ In the *Location* field, select the location from the dropdown menu. The list of buildings will become available in the *Building* field.
- ❖ In the *Building List* field, use the scroll bar to find and select one or more buildings for which you wish to unsubscribe to notifications. To select more than one option, hold down the CTRL key (PCs) or the CMD key (MACs) and click each option to select it.

**\*\*\*In the *E-mail* field, enter the valid NIH e-mail address you subscribed with.**

- ❖ Click **Unsubscribe**.

The screenshot shows the website for the Office of Research Facilities, Development and Operations. The page is titled 'Property Management' and features a navigation menu with options like 'ORF Home', 'Phone Directory', 'Maintenance Requests', 'About ORF', and 'Contact Us'. A sidebar on the left lists various services such as 'Custodial Services', 'Dock Management', and 'Utility Shutdowns'. The main content area is titled 'UTILITY SHUTDOWN' and contains the 'Unsubscribe from Email List' form. The form includes fields for 'Location', 'Building', and 'E-mail', each with an asterisk indicating it is a required field. Below the form are 'Unsubscribe' and 'Clear' buttons. A mouse cursor is pointing at the 'Unsubscribe' button. At the bottom of the page, there is a footer with the text 'This page last updated on June 28, 2007' and a '▲ to top' link.

An automated e-mail message will be sent to your NIH e-mail Inbox. You must respond to that message in order to be unsubscribed from the listserv.

- ❖ Follow the instructions you receive with the e-mail message.



**Office of Research Facilities**  
Development and Operations

skip naviga

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[ORF Home](#) [Phone Directory](#) [Maintenance Requests](#) [About ORF](#) [Contact Us](#)

- About ORF
- Acquisitions
- Construction
- Environmental Protection
- Planning & Space Management
- Policies and Guidelines
- Project Resources
- Property Management
- Custodial Services
- Dock Management
- Facility Management
- Maintenance Requests
- Operations and Maintenance
- Services Contacts
- Utility Shutdowns

ORF Home > Property Management



## Property Management

Managing NIH facilities and overseeing their operation, maintenance and repair

### E-mail List Unsubscription Result



Your request has been received and is being processed. Shortly you will receive a response at an email to the e-mail address you submitted. You MUST respond to that e-mail in order to be removed from this list. If you do not respond within 96 hours, your request to "unsubscribe" will expire and therefore you won't be removed from the mailing list.

This page last updated on Jul 19, 2005

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❖ Click the link provided in the e-mail message to unsubscribe.

Extra line breaks in this message were removed.

From: NIH LISTSERV (Commands Only)  
To: [REDACTED]  
Cc:  
Subject: Command confirmation request (F6225852)

Sent: Mon 12/17/2007 2:55 PM

Your command:

SIGNOFF NIHUTIL1

has been received. For security reasons, you are now required to reply to this message, as explained below, to confirm the execution of your command. If you have problems with this procedure, you can contact the list owner directly at NIHUTIL1-request@LIST.NIH.GOV and ask to be manually removed from the list.

To confirm the execution of your command, simply point your browser to the following URL:

<http://list.nih.gov/cgi-bin/wa?OK=F6225852&L=NIHUTIL1>

Alternatively, if you have no WWW access, you can reply to the present message and type "ok" (without the quotes) as the text of your message. Just the word "ok" - do not retype the command. This procedure will work with any mail program that fully conforms to the Internet standards for electronic mail. If you receive an error message, try sending a new message to LISTSERV@LIST.NIH.GOV (without using the "reply" function - this is very important) and type "ok F6225852" as the text of your message.

Finally, your command will be cancelled automatically if LISTSERV does not receive your confirmation within 96h. After that time, you must start over and resend the command to get a new confirmation code. If you change your mind and decide that you do NOT want to confirm the command, simply discard the present message and let the request expire on its own.

❖ Click your browser's **Back** button to return to the Utility Shutdown site.



## Execute Command

## NIHUTIL1 List

[Subscriber's Corner](#)  
[Server Archives](#)  
[NIHUTIL1 Home](#)

OK F6225852

[Help](#)  
[Log in](#)

```
Confirming:  
> SIGNOFF NIHUTIL1  
You have been removed from the NIHUTIL1 list.
```

**Useful commands:**  
[Query NIHUTIL1](#)  
[Confirm NIHUTIL1](#)  
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**Send over e-mail:**  
[Info about NIHUTIL1](#)  
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