

Dear all

In line with the University's Carbon Management Plan, I am writing to ask for your help in encouraging all staff to start planning for the Christmas shutdown. The shutdown is from December 24<sup>th</sup> – 1<sup>st</sup> January and the aim is to turn off as much unneeded equipment as possible.

Could you please plan for a shutdown in all areas under your control and ensure that IT equipment and shared equipment such as hot water boilers are turned off for the whole period. We also ask you to ensure any specialist equipment related to your Services responsibility is covered by the shutdown.

I would appreciate it if you could direct this Christmas switch off message to all staff within your Service. We understand that this message must be tempered by the fact that certain equipment cannot be turned off or is needed to maintain safety levels. Any equipment that is not affected by this, and can be turned off, will help us meet our carbon reduction targets and reduce cost to the University during the closed period.

Thank you for your cooperation in this matter.