

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 24th – 1st January and the aim is to turn off as much unneeded equipment as possible.

We are aware that a significant proportion of electrical equipment in laboratories cannot be turned off. However, there are still opportunities for turning off equipment, which have been identified by the Higher Education Environmental Performance Improvement S-labs^[1] project. Examples, which include ovens, gas chromatographs, hotplates, autoclaves, shakers and centrifuges, offer potential for significant savings and we appreciate you planning a switch of into your schedule. Similarly fume cupboards that do not need to be on for safety, ventilation or research purposes could also be turned off.

As well as turning off laboratory equipment, we also ask you to ensure that the shutdown covers non-laboratory areas such as common rooms, teaching space and offices.

I would appreciate it if you could direct this Christmas switch off message to all staff within your Faculty or School. We understand that this message must be tempered by the fact that certain equipment cannot be turned off, is too risky to turn off (i.e. it might not turn back on), is being used for research purposes, 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.

^[1] S- labs (Safe, Successful and Sustainable Laboratories initiative)