

Christmas Shutdown

Things to think about.....

- Turn off lights, don't forget the Christmas Tree!
- Turn off kitchen boilers, kettles, microwaves etc
- Have you checked the Meeting Room? Turn off computers, coffee machines etc
- Turn off Photocopiers/Printers/Scanner
- Unplug chargers for mobile devices
- Unplug Fans and Heaters
- Turn off and unplug water coolers
- Close windows and blinds



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Things to think about in lab areas.....

- Equipment is often left on due to the time needed to reach temperature; are these needed over the Christmas break? For example -
 - Ovens
 - Centrifuges
 - Gas Chromatographs
- Switch off fume cupboards where these are not needed for safety, ventilation or research.
- Check what equipment is actually being used for research or storage. Make a checklist and know who is completing it. Also, make a note of what needs switching back on, and by who, in the new year.