

### **\*\*\*Holiday Shutdown Checklist\*\*\***

All staff should ensure this checklist is followed before leaving for any lengthy break:

- Ensure that all computers, monitors, printers etc are powered down and switched off at the power point
- Switch off all unnecessary lighting and ask for automatic switch-ons to be overridden
- Turn off copiers, printers and scanners at the power point
- Check that all equipment in meeting rooms is switched off at the power point
- Turn off all kitchen equipment at the power point
- Switch off all lights in toilets
- Switch off fridge - ensure all staff know that this will be happening by placing a notice on the fridge door, then clean it out on the last day of work. Leave the door ajar.
- Turn off refrigerated drink coolers and hot water urn boilers
- Ensure all windows are properly latched to reduce heat loss
- Leave reminders to 'switch off when leaving' for staff who may come in during the holiday break (though coming in on your holidays is NOT recommended, that's why it is called a holiday).

### **Why bother?**

- Leaving a photocopier on standby during out of office hours can waste enough energy each year to burn a compact fluorescent light in your kitchen for more than 2.5 years
- Lights account for up to 60% of energy use in an office tenancy
- Leaving your computer and monitor on during out of office hours can produce as much greenhouse pollution each year as driving your car 3500 kilometres.
- The combined standby power from a whiteboard, microwave oven, hot water boiler and 20 mobile phone chargers can produce as much greenhouse pollution each year as driving your car 2,800 kilometres.