|  |
| --- |
| **Switch Off!**  **Laboratory Shutdown Checklist** |

* Together with your colleagues, use this checklist to switch off your office, department or lab before leaving for Christmas, Easter and the summer holidays.
* Please return your completed checklist to [greenspace.staff@durham.ac.uk](mailto:greenspace.staff@durham.ac.uk). We will use the information to help us identify issues and make improvements.
* Please report any maintenance problems to [estates.help@durham.ac.uk](mailto:estates.help@durham.ac.uk).

| **Switch Off Details** | | |
| --- | --- | --- |
| Date/Time |  | |
| Area Covered |  | |
| Faculty/Department |  | |
| Conducted by |  | |
|  |  | |
| **Items to Switch Off** | **Complete – Y/N or NA** | **Notes** |
| **Computers, Monitors and Docking Stations** |  |  |
| **Microscopes** – switch off and unplug |  |  |
| **Centrifuges** – switch off and unplug |  |  |
| **Fume Hoods** - ensure fume hoods are turned off if not in use. |  |  |
| **Incubators** - turn off or set to an energy-saving mode if not needed. |  |  |
| **Refrigerators and Freezers** – ensure they are securely closed and set to an appropriate temperature. |  |  |
| **Autoclaves** – switch off and unplug. |  |  |
| **Water Baths** – switch off and unplug. |  |  |
| **Gas Supplies** – ensure gas supplies are turned off. |  |  |
| **Lab Lights** – turn off all lab lights. |  |  |