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| **Switch Off!****Lecture Theatre 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. We will use the information to help us identify issues and make improvements.
* Please report any maintenance problems to 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 -** shut down all computers and turn off monitors.  |  |  |
| **Projectors and Screens –** switch off and unplug |  |  |
| **Audio-visual Equipment -** switch off and unplug microphones, speakers, and other AV equipment. |  |  |
| **Interactive Whiteboards –** switch off and unplug. |  |  |
| **Lighting –** ensure all lights are switched off. |  |  |