|  |
| --- |
| **Switch Off!**  **Office and Communal Areas 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 – Communal Areas** | **Complete – Y/N or NA** | **Notes** |
| **All lights** including display and decorative lights. |  |  |
| **Coffee machines** – turn off and unplug. |  |  |
| **Refrigerators** - If possible, empty and unplug refrigerators. |  |  |
| **Microwaves** – turn off and unplug. |  |  |
| **Unplug** any other kitchen gadgets. |  |  |
|  |  |  |
| **Items to Switch Off – Offices** | **Complete – Y/N or NA** | **Notes** |
| **All lights** including desk lamps, display and decorative lights. |  |  |
| **Computers, Monitors and Docking Stations** |  |  |
| All **printers and copiers** – switch off and unplug. |  |  |
| **Shredders and Laminators** – switch off and unplug. |  |  |
| **Portable heaters and fans** – turn off and unplug. |  |  |
| **Display Screens** – switch off and unplug |  |  |
| **Radiators** – turn down to 2 |  |  |