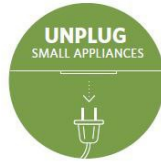


# Before you leave for the holidays...



Help save energy during the holiday break by participating in Seasonal Shutdown.  
Submit a checklist for your office or lab for the chance to win \$100!

## How to Carry Out the Shutdown

Use the attached checklist to conduct a shutdown review of your office/lab prior to leaving for the holiday break.

1. **Engage your colleagues** so everyone is aware of the **Seasonal Shutdown** and turns off their personal equipment. Discuss any shared equipment that can be turned off or unplugged.
2. **Identify a person(s) to complete a final review** before the holidays and submit on behalf of your office/lab.
3. **Email completed checklists** to [stephanie.french@ubc.ca](mailto:stephanie.french@ubc.ca) before you leave on winter break

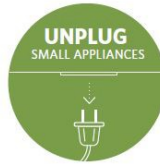
**Bonus Points:** We encourage you to involve your office/lab in the shutdown. Submit a photo of your team participating in the shutdown to receive a bonus entry into the prize draw.

## Shutdown Entry Form

Date Submitted	
Department	
Building	
Address	
Room/ Floor #	
Name (key contact completing checklist)	
Position Title	
Email Address	
# of people in your office/ dept/ lab	



# Before you leave for the holidays...



Complete a shutdown checklist to be entered into a draw for a \$100 prize for your department.

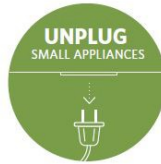
## Shutdown Checklist

ACTION	Completed? YES / NO	N/A	Notes: where possible, indicate # turned off, unplugged, or put in standby mode
<b>Switch off electronics:</b>			
Computers, monitors			
Televisions, digital displays			
AV Equipment, projectors			
Printers, copiers, scanners, fax machines			
Power strips			
<b>Unplug appliances when not in use:</b>			
Space heaters			
Small fridges			
Coffee makers			
Microwaves			
<b>Turn off lights:</b> offices, meeting rooms, classrooms, common areas, restrooms			
<b>Close windows and blinds</b>			
<b>Lab equipment</b>			
Turn off all non-essential lab equipment*			
<b>Tightly turn off faucets and report leaks</b>			
<b>Water plants</b>			

\* See labs checklist on Page 3



# Before you leave for the holidays...



Complete a shutdown checklist to be entered into a draw for a \$100 prize for your department.

## Shutdown Checklist – Labs

ACTION	Completed? YES / NO	N/A	Notes: where possible, indicate # turned off, unplugged, or put in standby mode
<b>Shut off non-essential lab equipment*:</b>			
Empty fridges/freezers/cold rooms			
Growth chambers			
Incubators			
Ovens			
Shakers			
Centrifuges			
Compressors and pumps			
Hotplates/ heater blocks			
Autoclaves			
Water baths/ circulation chillers			
Water purification equipment			
Personal bench top equipment			
Other (ex. Microscopes)			

\* Together with your colleagues identify equipment that can be turned off, unplugged, or placed in standby mode when not in use and when safe to do so.

