

Before you leave for the holidays...



Help save energy during the holiday break by participating in Seasonal Shutdown.

Shutdown Checklist

ACTION	Complete?	N/A	Notes: where possible, indicate # turned off, unplugged, or put in standby mode
Switch off electronics:			
Computers, monitors			
Televisions, digital displays			
AV Equipment, projectors			
Printers, copiers, scanners, fax machines			
Power strips			
Unplug appliances when not in use:			
Space heaters			
Small fridges			
Coffee makers			
Microwaves			
Turn off lights: offices, meeting rooms, classrooms, common areas, restrooms			
Close windows and blinds			
Lab equipment			
Turn off all non-essential lab equipment*			
Tightly turn off faucets and report leaks			
Water plants			

* See labs checklist on Page 2

For more ways to reduce energy,
visit sustain.ok.ubc.ca



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Shutdown Checklist - Labs

ACTION	Complete?	N/A	Notes: where possible, indicate # turned off, unplugged, or put in standby mode
Shut off non-essential lab equipment*:			
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.

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