

**Seasonal Switch Off Checklist**

It’s that time of year again when we ask everyone to turn off all non-essential equipment before leaving for the holidays.

Help us to save energy whilst the university is closed by thinking carefully about what equipment has to stay on, and switching off everything else.

Even the smallest actions add up to big impacts. Let’s see if we can make significant reductions to our electricity consumption, reduce our carbon emissions and save money.

* 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 send this form back to [sustainability@nottingham.ac.uk](mailto:sustainability@nottingham.ac.uk). We will use the information to help us identify issues and make improvements.
* Please report any maintenance problems to the Estate Office Helpdesk via the [online form](https://estateshelpdesk.nottingham.ac.uk/Account/LogOn?ReturnUrl=%2f).

**Switch off details**

|  |  |
| --- | --- |
| Date/time |  |
| Area covered |  |
| School / Department |  |
| Conducted by |  |

**go! Switch off**

|  |  |  |
| --- | --- | --- |
|  | **Complete**  **Y / N or NA** | **Notes** |
| All lights including desk lamps, display and decorative lamps |  |  |
| Computers and monitors |  |  |
| Shredders and laminators |  |  |
| Chargers, for mobile phones, laptops etc |  |  |
| Heaters |  |  |
| Photocopiers |  |  |
| Printers |  |  |
| Air-conditioning |  |  |
| Desk power points |  |  |
| Display screens – plasma/LCD screens in foyers, televisions etc. |  |  |
| Fridges |  |  |
| Coffee makers and other kitchen appliances |  |  |
|  |  |  |
| Lab equipment ([see separate checklist](https://www.nottingham.ac.uk/sustainability/documents/energy/labwalkround.pdf)) |  |  |

**What else you can do**

These are some of the actions where we can make the biggest carbon reductions:

* **Switch off** all electronics and lights when you leave a room or when it’s no longer needed.
* **Layer up** instead of turning the heating up.
* **Don't waste it** - only use what you need. Whether that's unplugging your devices when they've finished charging or only boiling what you need.

Find out more: [www.nottingham.ac.uk/sustainability](http://www.nottingham.ac.uk/sustainability)

