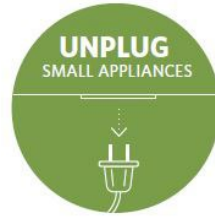


Before you leave for the holidays...

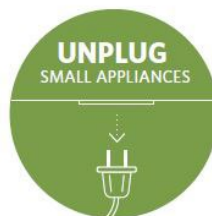
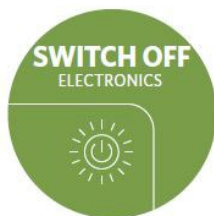


Help save energy during the holiday break by participating in Seasonal Shutdown.

Shutdown Checklist

Action	Complete?	N/A
Switch off electronics:		
Computers, monitors	<input type="checkbox"/>	<input type="checkbox"/>
Televisions, digital displays	<input type="checkbox"/>	<input type="checkbox"/>
AV equipment, projectors	<input type="checkbox"/>	<input type="checkbox"/>
Printers, copiers, scanners, fax machines	<input type="checkbox"/>	<input type="checkbox"/>
Power strips	<input type="checkbox"/>	<input type="checkbox"/>
Unplug appliances when not in use:		
Space heaters	<input type="checkbox"/>	<input type="checkbox"/>
Small fridges	<input type="checkbox"/>	<input type="checkbox"/>
Coffee makers	<input type="checkbox"/>	<input type="checkbox"/>
Turn off lights (in offices, meeting rooms, classrooms, common areas, restrooms)	<input type="checkbox"/>	<input type="checkbox"/>
Close windows and blinds	<input type="checkbox"/>	<input type="checkbox"/>
Tightly turn off faucets and report leaks		
Water plants	<input type="checkbox"/>	<input type="checkbox"/>
Turn off lab equipment* (see complete Labs checklist, page 2)	<input type="checkbox"/>	<input type="checkbox"/>

Before you leave for the holidays...



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

Shutdown Checklist - Labs

Action	Complete?	N/A
Shut all fume hood sashes	<input type="checkbox"/>	<input type="checkbox"/>
Empty fridges/ freezers/ cold rooms	<input type="checkbox"/>	<input type="checkbox"/>
Shut off energy intensive lab equipment*:		
Incubators	<input type="checkbox"/>	<input type="checkbox"/>
Growth chambers	<input type="checkbox"/>	<input type="checkbox"/>
Ovens	<input type="checkbox"/>	<input type="checkbox"/>
Shakers	<input type="checkbox"/>	<input type="checkbox"/>
Centrifuges	<input type="checkbox"/>	<input type="checkbox"/>
Compressors and pumps	<input type="checkbox"/>	<input type="checkbox"/>
Hotplates/ heater blocks	<input type="checkbox"/>	<input type="checkbox"/>
Autoclaves	<input type="checkbox"/>	<input type="checkbox"/>
Water baths/ circulation chillers	<input type="checkbox"/>	<input type="checkbox"/>
Water purification equipment	<input type="checkbox"/>	<input type="checkbox"/>
Personal bench top equipment	<input type="checkbox"/>	<input type="checkbox"/>
Other (ex. microscopes)	<input type="checkbox"/>	<input type="checkbox"/>

** 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.*