

## **Shut Down Policy**

### **Staff Responsible**

3<sup>rd</sup> Floor:

David Scott  
Rebecca Lumb

PhD students: Mathieu Dubois, Ewan Davies

4<sup>th</sup> Floor:

Tugkan Batu  
Jackie Everid

### **Responsibilities:**

To regularly tour public and open areas of the department during and, in particular, at the end of the working day and switch off any lights, printers, PC monitors, photocopier, coffee machines, water coolers, etc. that may have been left on unintentionally.

If other staff are still present and working, to ask whether they need any of the communal equipment (printers, photocopier, coffee machines) left on. If not, then switch off. If yes, then ask that colleague to take responsibility for switching off when they have finished their work, if you will not be around to do so.

This role is especially important on Fridays to avoid equipment being left on unnecessarily over the weekend.

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