

Christmas, Easter and Summer Break Shut Down Checklist

Colleagues will be reminded about 'shutting down and switching off' for the vacation by email before each break. Nonetheless, it is always useful to be able to view the actions that need taking ahead of time, and these are described below. In virtually every case, this also applies at the end of the working day....

What should be shut down and/or switched off:

- PCs
- Monitors
- Speakers
- Printers
- Scanners
- Photocopier
- Lights
- Water Coolers
- Coffee machines
- Fans
- Microwave Ovens
- Adaptors and chargers for phones and laptops

In each case, this means switching off at the plug as many items still take in power if they're attached to a plug socket and the plug socket is still set to 'on'.

In addition, when you're going to be away from LSE for any extended period, you are also advised to set the thermostat on your radiator to the minimum setting, the * symbol – then it will only switch on if it gets so cold that the pipes might otherwise freeze.

Do not switch off... the fridges!

If you have any questions about this, do please feel free to ask us!

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