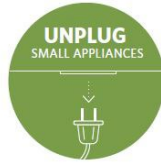


Before you leave for the holidays...



Help save energy during the holiday break by participating in Seasonal Shutdown. Submit a checklist for your office or lab for the chance to win \$100!

How to Carry Out the Shutdown

Use the attached checklist to conduct a shutdown review of your office/lab prior to leaving for the holiday break.

1. **Engage your colleagues** so everyone is aware of the Seasonal Shutdown and turns off their personal equipment. Discuss any shared equipment that can be turned off or unplugged.
2. **Identify a person(s) to complete a final review** before the holidays and submit on behalf of your office/lab.
3. **Email completed checklists** to sc.program@ubc.ca before you leave on winter break

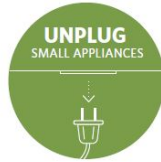
Bonus Points: We encourage you to involve your office/lab in the shutdown. Submit a photo of your team participating in the shutdown to receive a bonus entry into the prize draw.

Shutdown Entry Form

Date Submitted	
Department	
Building	
Address	
Room/ Floor #	
Name (key contact completing checklist)	
Position Title	
Email Address	
# of people in your office/ dept/ lab	



Before you leave for the holidays...



Complete a shutdown checklist to be entered into 1 of 3 \$100 prizes for your department.

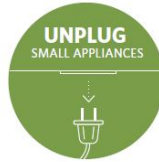
Shutdown Checklist

Action	Complete?	N/A	Notes (where possible, indicate # turned off)
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"/>	
Lab equipment:			
Shut all fume hood sashes	<input type="checkbox"/>	<input type="checkbox"/>	
Turn off non-essential lab equipment*	<input type="checkbox"/>	<input type="checkbox"/>	
Tightly turn off faucets and report leaks	<input type="checkbox"/>	<input type="checkbox"/>	
Water plants	<input type="checkbox"/>	<input type="checkbox"/>	

*See labs checklist on page 3



Before you leave for the holidays...



Complete a shutdown checklist to be entered into 1 of 3 \$100 prizes for your department.

Shutdown Checklist - Labs

Action	Complete?	N/A	Notes (where possible, indicate # turned off, unplugged, or put in standby mode)
Shut all fume hood sashes	<input type="checkbox"/>	<input type="checkbox"/>	
Shut off non-essential lab equipment*:			
Empty fridges/ freezers/ cold rooms			
Growth chambers	<input type="checkbox"/>	<input type="checkbox"/>	
Incubators	<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.

