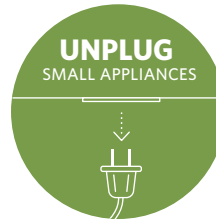
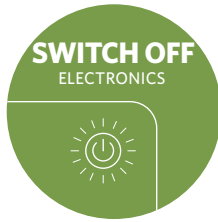


Before you leave for the holidays...



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

Energy conservation is important to us at UBC. Please help us save energy while you are away on vacation by participating in our Seasonal Shutdown campaign. Submit a checklist for your office or lab for the chance to win \$100!

How to Carry Out the Shutdown

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

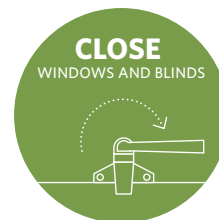
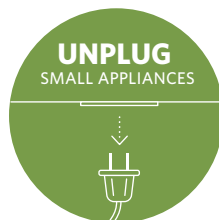
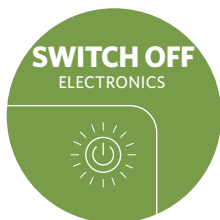
1. **Engage your colleagues** so everyone is aware of the Seasonal Shutdown and turns off their personal equipment. Discuss any shared equipment that can be turned off or unplugged.
2. **Identify a person(s) to complete a final review** before the holidays and submit on behalf of your office/lab.
3. **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. If you do, send in a picture with your checklist of you carrying out the shutdown with your colleagues 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/department	

Before you leave for the holidays...



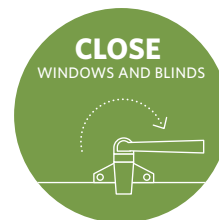
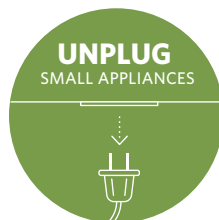
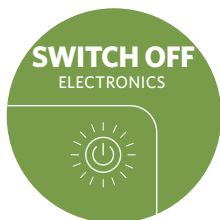
Complete a shutdown checklist to be entered into 1 of 3 \$100 prizes for your department.

Shutdown Checklist

Action	Complete?	N/A	Notes (where possible, indicate # turned off)
Switch off electronics:			
Monitors	<input type="checkbox"/>	<input type="checkbox"/>	
Computers	<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 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"/>	
Water baths/ circulation chillers	<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. Where possible reduce phantom load by unplugging equipment that has an LED display, external power supply or charges batteries.