

# Holiday shut down



## Research spaces



### Equipment



- Clearly label kit that needs to be left on.
- Power down any kit possible (at plug) including biosafety cabinets.

### Freezers



- Ensure all doors are properly shut.
- Ensure all critical samples are in alarmed freezers.
- Clean filters/vents, and ensure there is nothing impeding ventilation.

### Fume cupboards



- Ensure sash is closed and hood is powered down where appropriate.
- Consolidate chemicals that require ventilation to one fume cupboard that may be left on if possible.

### Waste



- Take all of your waste from your research area to the central bins.
- Dispose or store any substances that will expire by the time you come back.
- Seal and store any substances that may degrade in your absence.