



# Shut Down Guide

Help King's reduce its carbon emissions and energy usage by encouraging staff and students to shut down equipment during the holiday periods.



## Lights

Ensure all staff area aware which lights can be turned off as they leave the office for the holidays (if not all of them!)



## PCs and Monitors

All computers and monitors can be shut down over the holidays.



## Close windows and doors

Ensure all are closed before the last person leaves for holidays.



## AC and heating

These do not need to be kept on in rooms that are not used over the holidays.



## Chargers

Non-essential equipment should not be left on standby as this still uses energy. Unplugging equipment is even better as it reduces fire risk.



## Printers

Encourage staff to shut down personal printers and shared facilities if they have checked with IT that it is safe to do so.



## Kitchens

Microwaves and hot water boilers can be switched off in the kitchen. Other items, such as fridges, may need to be kept on so make sure this has been checked.



Strand building's Christmas shutdown last year saved enough to make 50,000 cups of tea!



Switching your monitor off overnight saves enough energy to make 6 microwave dinners!



A typical window left open overnight in winter wastes enough energy to drive a small car 35 miles!

For further information please contact the sustainability team:



Blog: <http://blogs.kcl.ac.uk/sustainability>

Email: [Sustainability@kcl.ac.uk](mailto:Sustainability@kcl.ac.uk)

Twitter: [@KCLSustainable](https://twitter.com/KCLSustainable)

