Shut Down Checklist

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| **Office switch off** | **Done? ()** |
| Turn off lights and desk lamps |  |
| Turn down radiator / heating controllers to ‘0’ |  |
| Turn off computer and monitor / laptop |  |
| Unplug chargers (e.g. mobile phone) |  |
| Turn off TVs (don’t just leave it on standby) |  |
| Turn off kitchen water boiler or Zip Tap |  |
| Empty and turn off fridge |  |
| Unplug microwave |  |
| Switch off any electric heaters |  |
| Check meeting rooms for lights, computer, coffee machines, etc. |  |
| Switch off any standalone photocopiers, scanners and printers (do not switch off MFDs) |  |
| Switch off any projectors (do not leave on standby if possible) |  |
| Any other appliances? |  |