



HOLIDAY SHUTDOWN



SHUT DOWN
electronics



UNPLUG
small appliances



TURN OFF
the lights



CLOSE
windows and blinds

This holiday, help save energy by giving your electronics a break. Submit a shutdown checklist for your campus or home office for your chance to win 1 of 3 prizes!

Instructions

Use this checklist to complete a shutdown review of your office before you leave for the holiday break. You can submit it as an individual (if you are working remotely) or on behalf of your office/department team if you are working on campus.

Shutdown your on-campus office

1. **Engage your colleagues** so everyone is aware of the Holiday Shutdown and turns off their personal equipment. Discuss any shared equipment that can be turned off or unplugged.
2. **Identify a champion(s)** to complete a final review before the holidays and submit on behalf of your office.
3. **Email your completed campus office checklist (page 2)** to action@uvic.ca before you leave on winter break.

Shutdown your home office

1. **Spread the word** so others are aware of the Holiday Shutdown and turns off their personal home office devices
2. **Email your completed home office checklists (page 3)** to action@uvic.ca no later than January 7th, 2022.

For any questions, email action@uvic.ca

Shutdown Entry Form

Date Submitted		
Name (key contact completing checklist)		
Email Address		
Are you completing this as an individual working remotely or a team working on campus? <i>*note: if completing as an individual, skip to the next section</i>	Team	Individual
Department		
Building		
Room		
# of people in your office/department		



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Shutdown Checklist – Campus Office

Action	Complete?	N/A	Number (#) shutdown
Turn off electronics:			
*Leave your computer(s) in sleep mode for security updates.			
In-office printers. Do not turn off departmental or large stand-alone printers.			
TVs or Dicasters within offices that will be unused over the holidays.			
Turn off and/or unplug any mobile devices (e.g. iPad, tablets)			
Turn off and/or unplug any standing desks			
Turn off and/or unplug projectors			
Turn off and/or unplug your monitors			
Turn off and/or unplug any paper shredders			
Unplug appliances when not in use:			
Task lights			
Clock			
Space heaters			
Fans			
Mini fridge			
Coffee Maker			
Kettle			
Toaster			
Microwave			
Turn off lights.			
Close all windows, doors, and blinds.			
Complete this checklist on behalf of your office and send it to action@uvic.ca before you leave for holiday			



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Shutdown Checklist – Home Office

Action	Complete?	N/A	Number turned off
Turn off electronics:			
Monitors. *Leave your computer(s) in sleep mode.			
Printers, copiers, scanners, fax machines			
Televisions, digital displays			
Power strips			
Turn off and/or unplug any mobile devices (e.g. iPad, tablets, etc.)			
Turn off and/or unplug any standing desks			
Unplug appliances when not in use:			
Task lights			
Space heaters			
Clock			
Fans			
Mini fridge			
Coffee Maker			
Kettle			
Toaster			
Microwave			
Turn down the heat			
Turn off lights			
Close all windows, doors, and blinds			
Unplug mentally by putting computers and monitors out of sight to have a restful vacation!			
Complete this checklist and send it to action@uvic.ca by Friday, January 7, 2022			