



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? *note: if completing as an individual, skip to the next section | <input type="checkbox"/> Team <input type="checkbox"/> 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 Digicasters 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 | | | |

