

Winter Holiday Switch Off

Lab Checklist

As we prepare for the winter break, please join us in switching off to help reduce our energy consumption. The smallest actions can add up to make a big impact and collectively we make a difference to our university, helping in our response to the climate emergency and to save money.

Together with your colleagues, please help by switching off your labs before leaving for the winter holiday:

1. **Switch off** all electronics (where possible) and lights fully
2. **Ask** if things that are normally left on can be turned off
3. **Close** windows and doors
4. **Turn radiators down** to 1 on the dial
5. **Report any faults** or issues in university-managed buildings to the [Estates helpdesk](#)

Don't stop here, make your faculty lab more sustainable for the long term. Encourage your department to make their labs [LEAF certified](#).

Turn off (don't just leave on standby) and only where safe to do so:	Done? (✓)
Lights	
Monitors, computers and laptops	
Ovens and drying cabinets	
Centrifuges	
Gas Chromatographs	
Mass spectrometers	
Lasers	
X-ray machines	
Extractor fans (where this is safe to do so)	
Incubators	
Sterilisers/dishwashers	
Microscopes	
Fume cupboards and biosafety cabinets (close sash, turn off if feasible)	
Radios/hi-fis	
MRI scanners	
Diffusion pumps	
Reverse osmosis units	
Ice machines/Cryostat	

If you have any questions or queries related to safely switching off lights, appliances and equipment in your department or division, please get in touch with the Energy Team energyteam@bath.ac.uk

Continue to save energy and money on bills in your home, check out these useful links and resources:

- B&NES offer a comprehensive breakdown of the [funding, grants and other financial support](#) available to help save you money and improve your homes energy efficiency
- [Bath and West Community Energy](#) offer a range of surveys to make your home warm, affordable and healthy to live in- for us and our planet
- Learn more about [retrofitting](#) and what might be suitable for your home using the [Retrofit West](#) free planner tool, advice line and email services
- [The Green Heritage Homes](#) project in partnership with B&NES has developed resources to show how to make listed and historic homes warmer, greener and more affordable to heat.
- Access loads of free [energy advice](#), from smart plugs to cold homes, from [Energy Saving Trust](#) and [Centre for Sustainable Energy](#)