

Winter Holiday Switch Off



Office 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 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](#)

Office switch off:	Done?(✓)
Turn off lights and desk lamps	
Turn off the computer and monitor/laptop	
Unplug chargers (e.g. mobile phone)	
Turn off digital screens and TVs (switch off, make sure they're not just on stand-by)	
Turn off kitchen water boiler or Zip Tap	
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?	
Lecture theatre switch off:	Done? (✓)
Amplifiers	
Projectors and AV Screens (switch off, make sure they're not just on stand-by)	
Lights	

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](#)