



Office switch off:	Done? (✓)
Turn off lights and desk lamps	
Turn off 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	
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)	
Turn off air conditioning at the controller	
Any other appliances?	
Lecture theatre switch off:	Done? (✓)
Amplifiers	
CD players	
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 Sustainable UCL Team: sustainableucl@ucl.ac.uk