



Offices Checklist

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|---|---|
| <input type="checkbox"/> Turn off lights and desk lamps | <input type="checkbox"/> Switch off any standalone photocopiers, scanners, or printers (do not switch off MDFs) |
| <input type="checkbox"/> Turn off computers | |
| <input type="checkbox"/> Turn off monitors | <input type="checkbox"/> Switch off any projectors |
| <input type="checkbox"/> Unplug chargers | |
| <input type="checkbox"/> Turn off digital screens and TVs | <input type="checkbox"/> Turn off any air-conditioning at the controller |
| <input type="checkbox"/> Turn off kitchen water boiler or Zip Tap | <input type="checkbox"/> Turn off any air-conditioning at the controller |
| <input type="checkbox"/> Empty and turn off fridge | Lecture Theatre Switch-Off |
| <input type="checkbox"/> Unplug microwave | <input type="checkbox"/> Amplifiers |
| <input type="checkbox"/> Switch off any electric heaters | <input type="checkbox"/> CD Players |
| <input type="checkbox"/> Check meeting rooms for lights, computers, coffee machines, etc. | <input type="checkbox"/> Projectors and AV Screens (make sure they're not on standby) |
| <input type="checkbox"/> Switch off any projectors | <input type="checkbox"/> Lights |

If you have any queries related to safely switching off lights, appliances and equipment in your department or division, get in touch with the SustainableUCL team: sustainableucl@ucl.ac.uk