

**WITH THE LONG BANK HOLIDAY
APPROACHING – HERE ARE
SOME TIPS FOR A GREAT SHUT
DOWN PROCESS!**



- ☐ Has your heating, cooling or ventilation equipment been switched to weekend-mode for Friday 18th April & Monday 21st April?
- ☐ Can on-floor heating or cooling controls be switched off, or plant run times shortened?
- ☐ Turn off office lights and desk lamps, computers*, monitors or laptops
- ☐ Turn off lights, computers, coffee machines in meeting rooms*
- ☐ Switch off standalone photocopiers, scanners and printers*
- ☐ Switch off any digital signage, TVs in meeting rooms & other advertising displays (switch off, make sure they're not just on stand-by)
- ☐ Switch off any electric heaters*
- ☐ Can kitchen water boiler or Zip Taps be turned off?*
- ☐ Unplug chargers (e.g. laptops & mobile phones) in use.

***Please check with your maintenance and IT team first before turning anything off or speak with your Office or Building Manager.**

**EASTER BANK
HOLIDAY
CHECKLIST
THINGS TO
CONSIDER!**

**Tell us about the the bank holiday
actions you have implemented
for a chance to win great prizes
such as gift hampers, interactive
experiences, DL/Service hospitality
and more!**

Use the form below:

**WHEN YOU'RE BACK IN
THE OFFICE WITH SPRING
NOW HERE, COULD YOU
CONSIDER:**



- ☐ Switching off heating, or only having it in the morning?
- ☐ Increasing cooling temperature set point by 1°C?
- ☐ Turning off or dimming office lighting where its possible?

**BELOW YOU CAN ALSO
VIEW OUR GUIDANCE NOTES
ON ENERGY AND WATER
EFFICIENCY!**

