



The
University
Of
Sheffield.

Corporate
Affairs.



Shut down checklist for vacations

Person/s responsible:

Office Leader:

Heather Lonsdale – Research Office

Sean Barton – Media

Kate Buckwell – Marketing

Area Leader:

Somer Finlay/Angela Harvey-Watson – Shared areas

Date to be completed on: Day before vacation begins

A final check on all locations will be undertaken by the porters. To reduce workload for Office and Area Leaders please also follow lighting and equipment responsibility plan as usual.

Location	Equipment	Person responsible	Done
Individual offices	Turn off and unplug ALL fans	Office Leader	
	Turn off and unplug ALL heaters	Office Leader	
	Set all radiators with thermostats down to the anti-freeze setting	Estates	
	Turn off and unplug computers, monitors, scanners, etc.	Computer user, Office Leader to check	
	Turn off and unplug ALL photocopiers	Office Leader	
	Turn off and unplug ALL printers	Office Leader	
	Turn off and unplug ALL phone chargers	Charger user	
	Turn off ALL interior lights in unoccupied areas.	Office Leader	
	Close all windows and blinds	Office Leader	
Brand Story Room	Turn off ALL interior lights in unoccupied areas.	Porters	
	Turn off any other non-essential electronic equipment	Area Leader	
Staff room & Meeting room	Set all radiators with thermostats down to the anti-freeze setting	Estates	
	Turn off and unplug ALL photocopiers	Area Leader	
	Turn off and unplug ALL printers and computers	Area Leader	

	Turn off ALL interior lights - unoccupied areas – meeting room only	Area Leader	
	Close all windows and blinds	Area Leader	
Kitchen	Turn off and unplug Microwave, Kettle, toaster, etc	Area Leader	
	Consolidate stock in fridges/freezers	Area Leader	

Key holders and contact numbers:

Porters – 29260

Emergency Contact and Important phone numbers

Security Services, emergencies: (0114) 2224444

Security Services, general queries: (0114) 2229231

Other special requirements when closing down over bank holidays and Christmas/Easter considered:

- Check and report any leakages/damages
- Managers to inform directors/senior managers if attending work so appropriate reporting systems put in place to ensure safety
- Managers make sure have access to staff contact numbers and next of kin numbers
- Empty all bins
- Test fire alarm systems to check in working order

Notes/Observations: