

Checklist Christmas Holidays 2019/2020

Period of the Christmas Holidays:

2019-12-21 until 2020-01-05

Offices, lounges/ tea kitchens, copy-/print rooms

No.	Items	Done?
1	Set thermostatic valves to level 1.	
2	Turn off computers, monitors, printers, copiers and other IT-devices and unplug them. Note: Turn off switchable power boards.	
3	Clean and switch off coffee machines	
4	Empty and power down refrigerators for groceries. Note: Defrost refrigerators in time and let them stay open.	
5	Empty and switch off dishwashers.	
6	Set hot-water boilers to level 0 or power them off completely.	
7	Close the windows (please don't forget the rest rooms).	
8	Turn off the lights.	