

Checklist Christmas Holidays 2020/2021

Period of the Christmas Holidays:

2020-12-23 until 2021-01-03

The Christmas holidays will take place as planned from Wednesday 23rd of December 2020 to Sunday 3rd of January 2021. As a further contribution to contain the SARS-CoV-2 pandemic, the university buildings will be closed from 21st of 2020 beyond the Christmas holidays until 10th of January with the exception of some libraries, the ZE BGBM and the experimentally working groups. Employees are asked to work from home or take a vacation during these additional days.

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

No.	Items	Done?
1	Set thermostatic valves to level 1.	
2	Turn off computers, monitors, printers (except Ricoh), 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.	