

## Checklist Christmas Holidays 2021/2022

**Period of the Christmas Holidays:**

**2021-12-23 until 2022-01-02**

**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.	