

Shutdown checklist

Festive period



Location	Action	Done
All areas	Set radiators to freeze protection	<input type="checkbox"/>
	Close all windows and external doors	<input type="checkbox"/>
	Turn off interior lights	<input type="checkbox"/>
	Turn off and unplug Christmas lights	<input type="checkbox"/>
	Turn off and unplug vending machines that are not storing perishable goods	<input type="checkbox"/>
	Turn off and unplug watercoolers	<input type="checkbox"/>
	Offices	Turn off and unplug computers and monitors (but NOT servers)
Turn off air-conditioning units		<input type="checkbox"/>
Turn off and unplug fans and heaters		<input type="checkbox"/>
Turn off and unplug printers and photocopiers		<input type="checkbox"/>
Kitchens	Checks all taps are fully off	<input type="checkbox"/>
	Consolidate stock in fridge/freezers and turn off unneeded ones	<input type="checkbox"/>
	Turn off and unplug microwave ovens, kettles and dishwashers	<input type="checkbox"/>
Bathrooms	Checks taps are fully off	<input type="checkbox"/>
	Stop and listen when everything has been turned off. If you can hear running water, then take appropriate action	<input type="checkbox"/>
Production	Shut down all machinery	<input type="checkbox"/>
	Turn off extractor fans	<input type="checkbox"/>
	Turn off or set heaters to freeze protection	<input type="checkbox"/>
	Stop and listen when everything has been turned off. If you can hear running water, running machinery or escaping air, then investigate and take appropriate action	<input type="checkbox"/>

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Business Energy Scotland is funded by the Scottish Government to provide free, impartial support and access to funding to help small and medium-sized enterprises save energy, carbon and money.

