

# Before you leave for the holidays...

Help save energy, emissions, and money this holiday break by participating in the Holiday Closure contest. The winners will be announced in Mohawk This Week and Mohawk Sustainability will plant a tree on campus in the name of the winning team!



**SWITCH OFF  
ELECTRONICS**



**TURN OFF  
THE LIGHTS**



**UNPLUG SMALL  
APPLIANCES**



**CLOSE WINDOWS  
AND BLINDS**

## How to Carry Out the Closure

Use this document to complete a closure review of your office/lab before leaving for the holiday break!

- 1. Engage your colleagues** so everyone is aware of the Holiday Closure and turns off their personal equipment. Discuss any shared equipment that can be turned off or unplugged.
- 2. Identify a person(s) to complete the checklist** before the holidays and submit on behalf of your office/lab
- 3. Email completed checklist to Mohawk Sustainability** at [sustainability@mohawkcollege.ca](mailto:sustainability@mohawkcollege.ca) before *December 22 at 12:00pm* for an entry into our draw.

**Bonus Points!** Submit a photo of your team participating in the shutdown to receive a bonus entry into the draw.

## Contest Entry Form

Date submitted	
Campus	
Department	
Wing	
Room	
Name of key contact completing checklist	
Position title	
Email	
Number of people in your office or lab	

# Complete a Holiday Closure checklist to be entered to win for your team\*!

## Holiday Closure Checklist: Labs

ACTION	COMPLETE	N/A	NOTES (Wherever possible, indicate number turned off)
<b>Shut all fume hood sashes</b>			
<b>Shut off non-essential lab equipment**</b>  Empty fridges, freezers or cold rooms  Growth chambers  Incubators  Ovens  Shakers  Centrifuges  Compressor and pumps  Hot plates or heater blocks  Autoclaves  Water baths or circulation  Water purification equipment  Personal bench top equipment  Other (ex. microscope etc.)			

\*Together with your colleagues, identify equipment that can be turned off, unplugged, or placed in standby mode when not in use and when safe to do so.