

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 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: Office or Classroom

ACTION	COMPLETE	N/A	NOTES (Wherever possible, indicate number turned off)
<p>Switch off electronics</p> <ul style="list-style-type: none"> Computers, monitors Televisions and digital displays AV equipment, projectors Printers, scanners, copies, fax machines 			
<p>Unplug appliances when not in use</p> <ul style="list-style-type: none"> Space heaters Small fridges Coffee makers Other: 			
<p>Turn off lights</p> <ul style="list-style-type: none"> Offices, meeting rooms, classrooms, common areas, restrooms 			
<p>Windows</p> <ul style="list-style-type: none"> Close windows and blinds 			
<p>Lab equipment (see labs checklist)</p> <ul style="list-style-type: none"> Turn off all non-essential lab equipment Shut all fume hood sashes 			
<p>Turn off faucets and report leaks</p> <ul style="list-style-type: none"> Tightly turn off faucets Report any final issues to Maintenance 			