

Workplace Closure

Switch OFF Checklist

Stop wasting energy while closed



How to use this Checklist

This short checklist has been created to help you stop the energy waste while you're office is closed for any extended period (longer than a long weekend) so you don't come back unnecessary bills.

Before the 'last man out' departs, take this list, walk through the workplace and simply 'turn it off' and tick the box. On your return, just reverse the process, simple!

Turn items OFF at the power point where possible, alternatively at the Power On/Off switch. Server Rooms, Fridge/freezers, alarm systems, phone/fax systems, security lighting, security cameras and any fish tanks should be left on.

Interior Checklist	Leaving Switched OFF	Returned Switched back on
Whole of workplace		
➤ Hot water system (s) if electric – off at switchboard		
➤ Heating and cooling systems (main switch or switchboard)		
➤ Modem for internet (unless needed for Security recording or similar)		
Office Areas		
➤ Computers		
➤ Printers		
➤ Photocopiers		
➤ Music systems		
➤ Task or floor lamps		
➤ Heating & Cooling systems (if individual units)		
➤ Other electrical appliance that can go off? (shredders, laminators)		
Meeting Rooms		
➤ TV's, computers and presentation equipment		
➤ Fridge (empty into main kitchen fridge and turn off)		
➤ Any other electrical appliance that can go off?		
Kitchen areas		
➤ Kettle and/or coffee machine		
➤ Toaster		
➤ Microwave		
➤ Dish Washer		
➤ Any TVs or entertainment equipment		
➤ Check the fridge doors are closed properly		
➤ Washing machine		
➤ Dryer		
➤ Any other electrical appliance that can go off?		
Bathrooms & Toilets		
➤ Air hand dryers off at switch		
➤ Any other electrical appliance that can go off?		
➤ Check no dripping taps (if so shut off properly or note to fix)		

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Exterior Checklist	Leaving Switched OFF	Returned Switched back on
Garden areas (if any)		
➤ Check irrigation timer settings appropriate for expected weather		
➤ Garden lighting off (except for security lights)		
➤ Pumps on water tanks (unless on auto timer for irrigation)		
Car Parks (if any)		
➤ Lighting off or on sensor (except Exit and Security lighting)		
Compost Dehydrator/Compost Heap (if onsite)		
➤ Give away any food that will go off (or put into compost)		
Other		
➤ Building lighting off (except for security lights)		
➤ Any items in any worksheds to unplug and turn off		

Security Checklist	Done Yes/No	Revert To Normal
General Items		
➤ Reminder email to Customers and Vendors of closure		
➤ Notify answering service (if used) of closure period		
➤ Notify any other services (e.g. regular delivery services) of closure		
➤ Change voicemail greetings stating closure times		
➤ Set auto response on email addresses for notification of closure		
➤ Empty all bins into main receptacles		
Security Check		
➤ All external windows and doors locked		
➤ All valuables hidden or locked away		
➤ If summer time, draw any shading devices		
➤ Lock up any tools, ladders or other equipment		
➤ Advise security company of dates of closure (if used)		
➤ Someone to regularly check the property (security co. or friend)		
➤ Someone check the post or delivery suspended		
➤ Someone to put bins out (if necessary)		



Have a great holiday knowing you're not wasting any energy and your workplace is secure!