

Holiday **Switch OFF** Checklist

Stop wasting energy while on holiday



How to use this Checklist

This short checklist has been created to help you stop the energy waste while you're away on holidays so you don't come back unnecessary bills. Here are some of the simple things you can do each time you go away for more than a long weekend.

The list is zoned into the various rooms of a home to make it as easy as possible to identify what can be Switched Off. Before you leave, take this list, walk through your home 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, or alternatively at the Power On/Off switch.
Refrigerators, freezers, alarm systems, phone systems, fish tanks and security lighting should be left on.

| Indoors checklist | Leaving Switched OFF | Returned Switched back on |
|---|-------------------------------------|--|
| Whole of house items | | |
| ➤ Hot water (electric: off at switchboard, gas storage: switch to holiday mode) | | |
| ➤ Heating and cooling systems (main switch or switchboard) | | |
| ➤ Modem for internet (unless needed for TV recording or similar) | | |
| Kitchen | | |
| ➤ Kettle and/or coffee machine | | |
| ➤ Toaster | | |
| ➤ Microwave | | |
| ➤ Ovens (you can turn off at the switchboard, usually on separate circuit) | | |
| ➤ Dish Washer | | |
| ➤ Any computers/laptops/ chargers | | |
| ➤ Any other electrical appliance that can go off? | | |
| Family / Living / Lounge Rooms | | |
| ➤ TV and DVD recorders | | |
| ➤ Foxtel and Hard Disk recorders (unless needed for TV recording) | | |
| ➤ Music systems | | |
| ➤ Computers & Printers | | |
| ➤ Floor lamps (except the one on a timer for security) | | |
| ➤ Gaming equipment | | |
| ➤ Heating & Cooling systems (if possible) | | |
| ➤ Any other electrical appliance that can go off? (chargers?) | | |
| Laundry | | |
| ➤ Washing machine | | |
| ➤ Dryer | | |
| ➤ Any other electrical appliance that can go off? | | |
| Bathrooms & Toilets | | |
| ➤ All electrical gadgets unplugged and off (heated towel rails, shavers etc) | | |
| ➤ Check no tap/toilet leaks (if so turn water off at mains, fix on return) | | |
| Bedrooms | | |
| ➤ Digital clocks | | |
| ➤ Entertainment equipment (TV, Music etc) | | |
| ➤ Computing equipment and chargers | | |
| ➤ Any other electrical appliance that can go off? | | |
| | | |
| | | |

Holiday **Switch OFF** Continued

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| Outside checklist | Leaving Switched OFF | Returned Switched back on |
|---|-----------------------------|----------------------------------|
| Garage / Carport | | |
| ➤ Beer Fridge (empty into kitchen fridge and turn off) | | |
| ➤ Garage Door (not if it's the only means of entry to the home) | | |
| ➤ Any other electrical appliance that can go off? | | |
| Pools and Spas | | |
| ➤ Put on the cover | | n/a |
| ➤ Turn off any heaters and associated pumps | | |
| ➤ Reduce filter pump timer by ½ (or turn off completely if OK to do so) | | |
| Irrigation systems | | |
| ➤ Check timer settings appropriate for expected weather | | |
| Worm Farm / Compost Heap | | |
| ➤ Give away any food that will go off (or worm farm/compost) | | n/a |
| ➤ Ensure worm farms are well shaded and damp | | n/a |
| Other | | |
| ➤ Garden lighting off (except for security lights) | | |
| ➤ Pumps on water tanks (unless on auto timer for irrigation) | | |
| ➤ Turn off the gas valve on the BBQ gas cylinder | | |
| ➤ Any items in the shed to unplug and turn off | | |

| Security Checklist | Done Yes/No | Revert To Normal |
|--|--------------------|-------------------------|
| General Security Check | | |
| ➤ All external windows and doors locked (including garage) | | |
| ➤ Low energy lamps on timers in a bedroom and living area | | |
| ➤ All valuables hidden or locked away | | |
| ➤ If summer time, drop any external shading devices | | |
| ➤ Lock up any tools, ladders or other equipment | | |
| ➤ Security Co, Family member, friend or neighbour checking on the home | | |
| ➤ Someone checking the post or delivery suspended | | |
| ➤ Someone putting the bins out for you on the usual day | | |



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