

# Winter Holiday Switch Off



Sustainable  
Bath



UNIVERSITY OF  
**BATH**

## Office checklist

This winter break, please switch off your non-essential equipment and lights to help reduce unnecessary energy consumption. Collectively, our individual actions add up and will help in our response to the climate crisis and save money.

Together with your colleagues, please help by [switching off before leaving for the break](#):

1. **Switch off** all electronics (where possible) and lights fully
2. **Ask** if things that are normally left on can be turned off
3. **Close** windows and doors
4. **Turn radiators down** to 1 on the dial
5. **Report any faults** or issues in university-managed buildings to the [Campus Infrastructure helpdesk](#)

Turn off, do not leave on standby	Done (✓)
Lights and desk lamps	
Laptop and monitors	
Chargers and docks	
Digital screens and TVs	
Kitchen water boiler	
Kitchen appliances	
Electric heaters	
Standalone photocopiers, scanners and printers (do not switch off MFDs)	
Any other appliances?	
Teaching and meeting spaces	Done (✓)
Amplifiers	
Projectors, Screens and Computers	
Lights	

If you have any questions or queries related to safely switching off lights, appliances and equipment in your department or division, please get in touch with the Energy Team [energyteam@bath.ac.uk](mailto:energyteam@bath.ac.uk).

Don't stop here. Explore [Green Impact](#), the staff sustainability programme that is sparking real change across campus. When we come together, simple steps such as switching off, create a ripple of positive impact.

Continue to save energy and money on bills in your home. Check out these useful links and resources:

- B&NES offer a comprehensive breakdown of the [funding, grants and other financial support](#) available to help save you money and improve your homes energy efficiency
- [Bath and West Community Energy](#) offer a range of surveys to make your home warm, affordable and healthy to live in- for us and our planet
- Learn more about [retrofitting](#) and what might be suitable for your home using the [Retrofit West](#) free planner tool, advice line and email services
- [The Green Heritage Homes](#) project in partnership with B&NES has developed resources to show how to make listed and historic homes warmer, greener and more affordable to heat
- Explore lots of free [energy advice](#), from smart plugs to solar panels, created by the [Energy Saving Trust](#) and [Centre for Sustainable Energy](#)

Stay up to date and get involved with sustainability at Bath by exploring the [Sustainable Bath webpages](#).