

## Checklist Christmas Holidays 2023/2024

Period of the Christmas Holidays:

2023-12-23 until 2024-01-01

### Laboratories

No.	Items	Done?
1	Store chemicals and flammable wastes inside chemical cabinets or hazardous waste storages. Note: Do not forget digestors! Please close the fume hood's panes.	
2	Please put pressure gas bottles inside the designated gas storage, if they are not yet in their designated cabinets.	
3	Switch off drying ovens, vacuum pumps, rotary evaporators, analyzers, heaters, hotplates, etc.	
4	Switch off water coding unit.	
5	Turn off computers, monitors, printers (except Ricoh), copiers and other IT-devices and unplug them. Note: Turn off switchable socket strips.	
6	Set thermostatic valves to level <b>2</b> in laboratories and offices	
7	Set thermostatic valves to level <b>1.5</b> in lounges/ tea kitchens, conference rooms, copy-/print rooms	
8	Set thermostatic valves to level <b>1</b> in traffic areas and toilets	
9	Close the windows.	
10	Turn off the lights.	

### Important

**We remind you that all digestors have to be completely emptied because the fume hoods will be switched off (special rules are valid in some exempt areas). Furthermore, we would like to ask you not to leave empty containers inside the digestors.**