

Checklist Christmas Holidays 2022/2023

Period of the Christmas Holidays:

2022-12-24 until 2022-01-01

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 2 in laboratories and offices	
7	Set thermostatic valves to level 1.5 in lounges/ tea kitchens, conference rooms, copy-/print rooms	
8	Set thermostatic valves to level 1 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.