

**Christmas Labs Switch off**

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| **Labs switch off (only switch off where safe to do so!)** | **Done? ( ü)** |
| Autoclaves |   |
| Centrifuges |   |
| Safety cabinets |   |
| Drying ovens/cabinets |   |
| Empty incubators |   |
| Cryostats |   |
| Lasers |   |
| Microscopes and associated lightings |   |
| Heating blocks |   |
| PCR machines |   |
| Washers |   |
| Water baths |   |
| Shakers |   |
| Ensure all fume cupboards sashes are lowered as much as possible |   |
| Ensure no freezer, fridge or incubator doors have been left open |   |
| Ensure that if anything goes down over the festive period, there is a clear protocol and back-ups identified (eg. if a freezer fails) with relevant contact information clearly accessible |   |
| Turn off any other large equipment |   |
| Dispose of any waste which may sit over the break (chemical, hazardous/clinical and recycling) |   |
| Ensure that lab taps are properly closed |   |
| Computer |   |
| Lights |   |

For further guidance, email labhelp@sgul.ac.uk.