

**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.