

Give It a Break! -- Holiday Shutdown

Even your lights and devices need a break!

Take a moment to see where you can save a little energy AND contribute to a bigger conservation effort across VIU.

You could win –just for switching off!

Use this checklist to help guide your holiday shutdown. Send it in by December 22 and you may be the winner of a \$50 gift certificate to the Discovery Room (2 to be won).

Deadline to enter – December 22, 2016

Winners will be announced January 10, 2017

* Required

1. Email address *

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2. Which building do you work from most of the time? *

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3. What date will you leave for Christmas break? *

We'll use this information to estimate energy savings over Christmas break.

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Shutdown Checklist - Office

Unplugged Turned off Not applicable

4. Which of these will you unplug or turn off? *

Not everything can or should be switched off. For example, please DO NOT switch off your CPU.
 Mark only one oval per row.

	Unplugged	Turned off	Not applicable
Monitor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Label maker	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pencil Sharpener	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Desk lamp	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Power bar (not in use)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Charger	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Speakers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overhead lights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Personal heater	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Microwave	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coffee maker	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kettle	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Toaster	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Row 14	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Did you switch off the monitors in a nearby computer lab? *

Mark only one oval.

- Yes
- No
- Not applicable

6. What else will be turned off or unplugged? *

Please note the item AND if it will be turned off or unplugged. Nothing else to add? Type 'nothing else.'

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7. Will the door(s) be closed? *

Closing doors limits heat loss.
 Mark only one oval.

- Yes
- No
- Not applicable

8. Blinds/curtains closed? *

Closing blinds (curved part facing in) and/or closing the curtains helps minimize heat loss through windows. Appreciate that it also prevents solar gain (heating) in the day, but this is the west coast, and it is December....

Mark only one oval.

- Yes
- No
- Not applicable

9. Mark only one oval.

- Option 1

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