

Preparations before you leave campus for the holiday break



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Overview

As the end of the semester comes to a close, our campuses will be quieter than usual. Our dedicated essential workers will remain on site ensuring buildings are monitored and secure. Before you leave for the holiday break, we'd like to share a few important reminders to help keep our campuses safe and energy efficient during this time.

Reminders before leaving for holiday break

- Close and lock all windows, including offices, labs, etc.
- Set thermostats to 18°C (65°F).
- Power down and unplug computers and electronic equipment.
- Remove perishable food or beverages from desks, offices and refrigerators.
- Unplug all small appliances such as kettles, toasters, etc.
- Ensure any holiday decorations are unplugged.
- Secure any loose outdoor items or bring indoors.

Laboratories

- Power down and/or disconnect laboratory equipment if possible.
- Fully close all fume hood sashes.
- Turn off gas, water, electricity, vacuum and compression lines and heating apparatuses if possible.
- Properly store chemicals in labs.
- Label, package and dispose of waste materials.
- Ensure regulated materials are secured at all times (i.e. nuclear substances, biohazards, etc.).
- Decontaminate any equipment or work areas.
- Ensure emergency contact information in the hazard identification sign on lab door is up-to date.
- Close and lock laboratory doors before leaving.

Wishing you a healthy and safe holiday season.

*Adapted from Dalhousie University

Contact us

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