

Vacation Shutdown - Nicholson Building 22nd February 2011

Persons Responsible for Holiday Shutdown of Specific Areas in the Nicholson Building;

3rd Floor Communal Photocopier, shredder & air conditioning units and staff room – **Louise Soanes/Kath Allen.**

3rd floor Postgraduate **Room** – **Louise Soanes**

3rd floor Postdoc room – **Kath Allen**

3rd floor Laboratory – **Les Connor**

Note: Fume Cupboard left on when holding organic solvents acids but at other times is switched off with the glass sash down when not in use.

Laboratory 216, 214, 212, G16– **Anu Thompson**

Note: Some of the equipment contained in these labs should not be switched off (e.g. mass spectrometers). And the Fume Cupboard is left on when holding organic solvents but at other times is switched off with the glass sash down when not in use.

2nd Floor Postgraduate room – **Matt Donnelly**

1st Floor Student computer room – **Carmel Pinnington** (although students are also encouraged to switch off computers after every use).

Laboratory 108, 110 – Responsibility of the staff members using the laboratory. Due to sensitivity of ongoing individual experiments.

Laboratory 112 – **Sabina Blackbird**

Nicholson Seminar Room (1st floor) & Nicholson lecture theatre (ground floor) – Responsibility of staff using the rooms to ensure heaters, monitors and projectors are turned off at the end of use and windows are closed.

Nicholson Teaching Laboratory – **Carmel Pinnington**

Note: At least one Fume Cupboard is left on at all times due to acids but the remainders are switched off with the glass sash down when not in use at any time.

Nicholson Basement – **Carmel Pinnington**

All staff and students are individually responsible for the shut down of their own offices at the end of the working day and prior to weekends and university holidays, An email will be sent out reminding all staff and students about office shutdown procedures just prior to each university holiday by a **sustainability advocate**.