STOP!

**Lab 02.435 End of Day Checklist**

Are you the last to leave?

Have you gone through your office End of Day Checklist?

Have you checked fume cupboard sashes are down?

Have you checked the fume cupboard lights are off?

Have you checked the sink taps are off?

Have you checked that all of the lights in the lab are off?

STOP!

**Office 02.436 End of Day Checklist**

Have you turned off your office and lab computer and monitor?

**If you are the last to leave:**

Have you turned off the printer?

Have you turned off the heating?

Have you turned off all other possible electrical equipment?

Have you turned off the office lights?

**If you are last to leave the Lab you should also go through the End of Day Checklist for Lab 02.435**