

Faculty & Staff Extended Office Departure Checklist

This checklist is a reminder of items to consider when leaving campus for extended periods of time. These items will not only help prepare your space for when you return, but will also help conserve energy and money for the campus.

- Tidy your workspace
- Update voicemail message and email automatic email reply with: when you will return and who to contact/how to contact you in an emergency
- Turn your computer to sleep mode
 - Press “windows key + L” which will also lock your device for security purposes
- Turn your computer monitor(s) off
- Unplug electronics: surge strips, lamps, pencil sharpeners, speakers, microwaves, coffee pots, defrost fridge, printers/MFPs, etc.
- Adjust any personal thermostats
 - Set to 68 degrees in the winter, 78 degrees in the summer. More information here: <https://www.csuchico.edu/fms/bcp.shtml>
- Unplug any personal heaters or fans
- Close and latch all windows in your space
- Close blinds
- Take home:
 - Plants
 - Food/dishes from refrigerators
- In lab spaces, close fume hood sashes
- Place recycling / waste bin in the hallway
- Turn off lights
- Lock Doors

If you have any questions on the above, please reach out to SCOOP / FMS Green Campus, at greencampus@csuchico.edu or 530-898-3696. We appreciate your help in conserving energy and saving the University on our utility costs.

