Checklist Closing Time 2026/2027

Period of Closing Time **Tuesday, 22nd December until Sunday, 3rd January**

Offices, Conference rooms, lounges/ tea kitchens, copy-/print rooms, traffic areas, toilets

No.	Items	Done?
1	Set thermostatic valves to **level 1** in Offices.	
2	Set thermostatic valves to **level 1** in lounges/ tea kitchens, conference rooms, copy-/print rooms	
3	Set thermostatic valves to **level 1** in traffic areas and toilets	
4	Turn off computers, monitors, printers (except Ricoh), copiers and other IT-devices and unplug them. Note: Turn off switchable power boards.	
5	Clean and switch off coffee machines	
6	Empty and power down refrigerators for groceries. Note: Defrost refrigerators in time and let them stay open.	
7	Empty and switch off dishwashers.	
8	Set hot-water boilers to level 0 or power them off completely.	
9	Close the windows (please don't forget the rest rooms).	
10	Turn off the lights.	

If you have any questions or suggestions, please contact us: telephone number 57551 or via schliesszeit@nachhaltigkeit.fu-berlin.de.