



Checklist for the night round

Agree which of you will occasionally go for a walk in the building after work and check that everything is closed and turned off.

- Turn off desk lights
- Turn off computers and/or monitors
- Turn off lights in rooms
- Turn off AV equipment
- Turn off equipment/machines that can and may be switched off
- Close the hatches on fume cupboards
- Turn off point suction/extraction devices that aren't being used
- Point out the forgotten extinguishments, e.g. with a post-it
- Report any running toilets to CAS
- Stop leaks in compressed air systems and vacuum systems and close dripping taps.
- Faults and defects can be reported on [DTU Inside](#)