Holiday Shutdown Checklist

As we reach the end of the year, it is worthwhile giving some thought to preparing for the holiday shutdown so that you can enjoy your break without thinking about what you might not have done before you left and also to ensure that everyone's return to campus in the New Year is happy and productive. The checklist that follows is designed to assist staff and students across the campus prepare for the shutdown period.

If you would like a copy of any of the other checklists which are referred to within this checklist, please contact the Unimutual representative at your institution or alternatively Unimutual's Risk Manager (Simon Iliffe) on 0407 556 323.

Items to check	Y	N	N/A	Comments/Notes
Offices and work areas				
Set up an out-of-office notice on your email.				
Update your voice message to reflect the shutdown and any holidays you are taking.				
General housekeeping of desk/office and make sure files and other vital records are securely stored.				
Remove valuable items from direct line of sight of external facing windows to reduce the threat of opportunistic theft.				
Turn off and unplug any fans (or heaters) in your offices.				
Lock desks and filing cabinets.				
Put keys away (don't leave them lying around, in open draws or in locks).				
Ensure office windows are closed and doors are locked.				
Draw curtains and blinds to keep out the sun to ensure a cooler office.				
Take home valuable personal items.				
Ensure office Emergency Contact Lists is up to date and accurate.				You may want to develop a standard template.
Ensure office staff are aware of personnel availability (i.e. out of country, home for holidays, etc.).				You may want to develop a standard template.
Is the Security Office aware of your status and of your key holiday contacts?				You may want to schedule a meeting with Security.

Items to check	Y	N	N/A	Comments/Notes
Are office keys secured in a locked container, especially master keys?				You may want to install a key safe.
Have staff been made aware of the Code of Conduct and expected standard of behaviour when attending Christmas parties and other functions?				
Has a COVID-safe Christmas Party Plan been prepared?				
Is alcohol well controlled at Christmas parties and celebrations, keeping staff welfare in mind?				
IT Issues				
Lock away in a secure cabinet/cupboard all portable electrical/electronic equipment items (e.g. projectors, PC's & Laptops).				
Optional for staff PCs only, student, laboratory and teaching venue PCs must not be interfered with. Staff computers & monitors, may be powered down and switched off at the power point. *Note that on restart PCs may be slower/busy for a while until downloading & applying of deferred patches & updates is completed*				
Do not turn off Multifunction devices (MFDs) or any Printers that are centrally managed.				
Ensure current back-up tapes and other media storage located off campus is easily retrievable.				
If your business unit provides services to other university and outside entities, ensure stakeholders are aware of your holiday staffing and contact information.				
Do you have vendor holiday contact information in the event of a critical incident over the holidays?				(Refer Cyber Risks Checklist)
You may want to conduct a data centre risk review prior to the holidays.				(Refer Data Centre Checklist)
Meeting rooms and corridors				
Switch off all unnecessary lighting and consider if any automatic switch-on arrangements should be overridden.				
Ensure meeting rooms and corridor windows are closed.				
Check that all non-essential electronic equipment in meeting rooms is switched off at the power point.				
General housekeeping. Reduce potential flammable waste such as cardboard and paper. Ensure that fire exits and access to fire hose/extinguishers are clear.				

PLEASE NOTE: This list is not exhaustive. Consider the specific needs of your work area.

Items to check	Y	N	N/A	Comments/Notes
Kitchen's/ break out area				
Turn off kitchen equipment such as microwaves, kettles and sandwich makers at the power point.				
Turn off refrigerated drink coolers and hot water urn boilers.				
Make sure all perishable food items are removed from fridges. − Ensure all staff know that this will be happening. E.g. you might like to place a notice on the fridge door.				
Research areas and Laboratories				
Ensure all non-essential equipment is placed in stand-by mode or preferably turned off.				
Laboratory users should familiarize themselves with their respective laboratories' emergency procedures, in particular any Emergency Duty Officer's phone number/s.				
Where possible, minimize the number of laboratory procedures being undertaken during the summer close-down period, e.g. consider minimizing the number of cell line cultures in incubators.				
If there are ongoing experiments you should ensure that they are monitored, secured and will not present a hazard during the closure.				
Ensure adequate supplies of essential short-life supplies are on hand e.g. liquid nitrogen, dry ice and compressed gases etc.				
Ensure arrangements are in place for animals care and experiments.				(Refer to standards for animal care checklist)
Check all refrigerators and freezers are operating correctly.				(Refer to freezer checklist)
Ensure that all chemicals under cold storage are appropriately stored and that in the event of a power failure or alarm notification, processes are in place to address the risks of fire/explosion.				
Check that arrangements are in place to monitor operation and temperature of research refrigerators and freezers after hours.				(Refer to freezer checklist)
Ensure any hazardous/biological materials are disposed of or appropriately stored.				
Check that all unnecessary gas connection and cylinders are turned off.				
Are Laboratory Contacts Lists up to date, accurate and posted in an easy to locate place?				
Are key office staff aware of critical staff availability (i.e. out of country, home for holidays, etc.)?				

PLEASE NOTE: This list is not exhaustive. Consider the specific needs of your work area.

Items to check	Y	N	N/A	Comments/Notes
Is the Security Office aware of your lab's status and key holiday contacts?				
Are you confident Security is aware of lab alarm response protocol? (Including freezers, cool rooms and other TCE's)?				
Are you certain all remote alarms are functioning? Have you tested freezer alarms with Facilities or Security?				
Has a staff member been assigned to monitor weather, flood, power incidents which may impact lab?				
Are holiday lab staff and students aware of problem/emergency notification procedures? Do they know how to contact Security?				
Are all non-essential instruments, heaters, and other devices shut down and unplugged from power points?				
Facilities and Grounds				
Are the external areas of the buildings free of flammable items such as palates, full rubbish bins, cardboard and waste paper?				
Have gutters, particularly box gutters been checked and cleared of debris?				(Refer – after the flood checklist)
Is the external security lighting of buildings and public areas operating effectively?				
Have trash racks and other gross pollutant traps been inspected and cleared of potential blockages?				
Have critical sumps, gutters and stormwater drainage been inspected and cleared of potential blockages?				
Will a facilities staff member be monitoring (severe) weather conditions in order to provide a timely response to a severe weather event?				
Have asset protection zones (APZ's) been adequately maintained to in order to minimise bushfire risks?				(Refer - remote location bushfire risk assessment checklist)
Have Contractors been engaged to perform critical building maintenance work during the shutdown period? If so, how will they be monitored and supervised?				(Refer - small contractor risk assessment checklist)
Have all high visibility open space and garden areas been appropriately maintained (looks like someone is home)?				
Have tractors and mowers been cleaned down and securely stored (once fully dry)?				
Have all items of loose or small plant been securely stored?				
Are all plant and equipment keys locked in a secure cabinet?				

Items to check	Y	N	N/A	Comments/Notes
Have garbage bins and other potentially loose items been secured or stored away, so they do not become projectiles during high winds?				
Has a procedure been developed to notify custodians of high value equipment or research samples of an extended power outage?				
Is there a process in place to receive and secure high value equipment, material or goods, delivered during the holiday period?				
Alarms and Notifications				
Is the Security Office aware of laboratory and other critical location status and key holiday contacts?				
Are you confident your security team is aware of lab alarm response protocol? (Incl. freezers, cool rooms, etc.)?				
Are holiday lab staff and students aware of problem/emergency notification procedures? Do they know how to contact Security?				
Has a faculty or business unit contact list been provided to the security team?				
Inform staff and students that they must advise Security (Xxxx) when entering and leaving the building during the shutdown period.				
Are students and staff aware of the security team's emergency contacts and duty officers contact details?				
Is there a procedure in place for security to notify Unimutual (in the absence of the insurance officer) of an incident or loss which may result in a claim.?				
General Items				
Inform staff and students that the switchboard does not operate during the shutdown period.				
Inform staff and students that they must advise Security (call ext XXXX) when entering and leaving the building during the shutdown period.				
Where appropriate leave reminders for staff/students who may come in during the holiday break (e.g. 'switch off when leaving').				
Has a faculty or business unit contact list been prepared (i.e. know how to get in touch with staff/research students in case of an emergency/critical incident) and provided to the Audit and Risk Management section.				
In addition to contacting Security, notify staff and students of emergency Faculty contacts and duty officers contact details.				
Are all university artworks stored in secured locations during the holiday break?				(Refer - valuable collection protection checklist)

Items to check	Y	N	N/A	Comments/Notes
Do managers of archives, libraries or other storage areas of vulnerable documents have emergency procedures for extended power/air conditioning failures during the hot months?				(Refer - valuable collection protection checklist)
Do university sponsored/operating sporting activities have procedures for event rescheduling or cancellation due to poor weather conditions?				
Is there a process in place to manage hirers of campus facilities during the holiday period including key management, emergency procedures and loss or damage reporting?				
Does your website contain holiday shutdown schedules, operations and contacts?				
Do holiday security staff know the range of alarm response procedures?				
Do security patrols check buildings known to have exposed pipework for leaks and flooding?				
Do students/staff located overseas know of holiday emergency contact numbers, in the event assistance is required?				
Have you considered the use of web cams to occasionally examine the office, lab or facility during the holiday break?				
Other issues specific to your work area? (If so what needs to be done and by whom?)				
Access to the checklists mentioned in this document can be obtained by visiting http://www.unimutual.com/category/checklists-forms-procedures/				