|  |  |
| --- | --- |
|  | **CHRISTMAS SHUTDOWN CHECKLIST** |
| **Communication** | **✓** |
| Set up an out-of-office notifcation on your email account/s. |  |
| Update voice mail and answering service to include any holiday shutdown information. |  |
| Update website to include any shutdown information, including emergency contacts. |  |
| Post shutdown information to social media accounts. Advise if channels will be monitored over the break. |  |
| **Housekeeping – office and workstations** | **✓** |
| Clean offices and workstations, including rubbish removal. |  |
| Remove perishables from the fridge and pantry. Consider defrosting. |  |
| Switch off and unplug all non-essential electrical items – the kettle, toaster, radio etc. Don’t forget lights and air-conditioning and other items that might be on a timer. |  |
| Reduce fire hazards by clearing out paper and cardboard waste. |  |
| Draw curtains and blinds to keep out the sun and keep the office cool. |  |
| **IT** | **✓** |
| If you have one, contact your systems administrator to double check your IT needs wil be covered over the break. |  |
| Are you backed up? Check that your data is backed up and secure. |  |
| Sign out of online services and log off from Windows. |  |
| Shut down your machine completely. |  |
| Unplug! |  |
| **Safety and security** | **✓** |
| If you have a security patrol, let them know when you will be closed. |  |
| Do an alarm audit. Who has an access code. Does anyone share a code? |  |
| Do a key audit. Who has which key and what do they open? |  |
| Lock all doors and windows – don’t forget the bathroom! |  |
| Secure all important, valuable or confidential items; make sure safes, filing cabinets and desk drawers are locked and the keys are secured. |  |
| Ask staff to consider taking home all valuable personal items. |  |
| Does your business have any hazardous materials onsite? Make sure they are secured and accounted for. |  |
| **Staff** | **✓** |
| Ensure all staff are aware of holiday trading hours, including if they’re expected to work. |  |

**The Economic Development Unit of Cessnock City Council wishes you all a merry, safe and prosperous Christmas and New Year.**