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|  | **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.**