



FERRIS STATE UNIVERSITY

SAFETY, HEALTH, ENVIRONMENTAL AND RISK MANAGEMENT

Holiday Departure Checklist

As the December holiday closing period approaches, please consider the closing procedures for your area. Taking a few minutes before we leave to secure our areas may prevent a disaster while we are away. Just as we would prepare our homes before a vacation, a few simple steps in your work areas can save a big headache when we return. Report suspicious activity or condition to Campus Police at (231)591-5000.

The following should be considered before leaving on break...

- ☐ Clean and remove perishable items from department refrigerators prior to end of business
- ☐ Dispose of perishables into the large red barrels in your building prior to end of business (no liquids please)
- ☐ Unplug space heaters and other appliances
- ☐ Turn off computers, monitors and speakers where possible. (do **not** turn off network printers)
- ☐ Clean or remove any dirty dishes
- ☐ Clean and unplug coffee pots***
- ☐ Close and lock offices doors and windows.
- ☐ Lock file cabinets and/or desks if possible and necessary
- ☐ Reduce lighting to a minimum
- ☐ Unplug any holiday decorations
- ☐ Update voice mail and email "out of office" messages
- ☐ Ensure that heat registers are clear
- ☐ Remove valuable personal items from your office
- ☐ Elevate storage boxes off of the floor (place boxes on a shelf or desk top)
- ☐ If you do visit your office over break, please verify the building is secured when leaving.

Have a great break!

***Coffee pots with water reservoirs should be flushed with one or two pots of water when returning from break.

(8/2023)