

END OF YEAR

OFFICE SAFETY TIPS

Administration and Finance wishes all faculty and staff a safe and peaceful holiday season. To make the best of your holiday break, we have prepared a safety checklist to help you prepare your office for the winter break. Take a moment to browse through these tips.



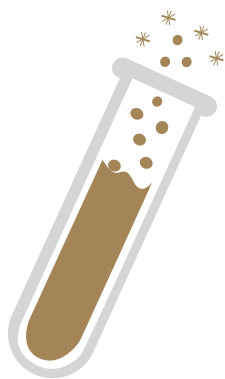
Card Access Updates

Classrooms and all exterior doors will be on card-only mode starting on Friday, December 22 at 6 p.m. with normal operating schedule resuming on Tuesday, January 2.



Dispose of Perishables

If your office has a fridge, dispose or donate any perishable items to avoid returning to a foul smell.



Lab Safety

While university offices are closed during the break, certain research laboratory activities do not pause.

- Maintain adequate supplies in the laboratory and practice the buddy system.
- For laboratories that decide to pause, please follow proper guidance on pausing **laboratory activities**.



Electronics and Appliances

Save energy and reduce the risk of electrical issues by unplugging non-essential electronics before leaving. Additionally, turn off appliances such as lights, fans, and other non-essentials.