Standard Operating Procedure (SOP): Turn off Lights, Equipment, and Non-Essential Utilities

This SOP details the procedure to **turn off lights, equipment, and non-essential utilities** to conserve energy and ensure safety. It includes guidelines for identifying non-essential power sources, systematic shutdown sequences, verification protocols, and safety checks to prevent accidents and reduce operational costs during non-working hours or emergency situations.

1. Purpose

To establish a systematic process for shutting down non-essential power sources to conserve energy, decrease utilities costs, and maintain safety.

2. Scope

This SOP applies to all staff responsible for operating, managing, or supervising equipment and utilities in company premises during non-working hours or emergency shutdowns.

3. Responsibilities

- **Facility Manager:** Oversee and enforce the SOP, provide staff training.
- **All Employees:** Comply with shutdown procedures and report any issues.
- **Security/Late shift personnel:** Conduct final checks and log status.

4. Procedure

1. **Identify Non-Essential Power Sources**
   - Lights in unoccupied rooms, corridors, meeting rooms.
   - Non-critical office equipment: printers, copiers, monitors, projectors.
   - Break room/kitchen appliances not required overnight.
   - Other utilities not essential for safety or critical operations.
2. **Systematic Shutdown Sequence**
   a. Notify employees 15 minutes before shutdown where practical.
   b. Save all active work and properly shut down computers and electronics.
   c. Switch off lights in designated non-essential areas.
   d. Turn off or unplug identified non-essential equipment and utilities.
3. **Verification Protocols**
   - Use a checklist (see section 6) to confirm each power source has been turned off.
   - Security/lateshift personnel to conduct a walkthrough and record completion.
4. **Safety Checks**
   - Ensure safety-critical systems (e.g., emergency lighting, alarms, servers) remain operational.
   - Do not switch off equipment labeled "Do Not Power Off" or marked as essential.
5. **Reporting & Documentation**
   - Record issues or exceptions in the maintenance log.
   - Report malfunctioning switches/outlets or hazards immediately.

5. Emergency Shutdown

- In case of emergency (fire, water leak, evacuation, etc.), follow specific procedures as communicated by authorities and shut down non-essential utilities as safely and quickly as possible.
- Ensure personal safety and safety of others before beginning shutdown.

6. Checklist (Sample)

- All office lights turned off
- Meeting/conference room lights turned off
- Copiers/printers powered down
- Kitchen/break room equipment unplugged
- Non-essential HVAC/offices AC units off
- All windows and doors secured
- Exceptions/notes: _____

- Walkthrough performed by: _____
- Date/Time: _____

7. Revision & Approval

Version: 1.0
Effective Date: _____
Prepared by: _____
Reviewed by: _____
Approved by: _____