

**Blackout PC Opt Out Form**

On the 20th March 2015 staff volunteers will be conducting the Blackout exercise to find out the level of energy wasted by equipment left on overnight. This will involve computers being switched off at the plug.

**Please can you ensure that, where possible, your computer is switched off at the plug before you leave your workstation at the end of the day on 20th March*.***

**If you have reasons why you cannot switch off your computer on this evening, please fill in the form below and email it to Trish McGloinat** [**T.McGloin@wlv.ac.uk**](mailto:T.McGloin@wlv.ac.uk) **by 4.00pm on the 10th March 2015.**

With the assistance of IT Services we will assess your form and get back to you with either a solution to your issue or confirmation that your computer will not be switched off.

**If we do not receive the form by the deadline we will assume that your computer can be switched off.**

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| --- | --- |
| Name: |  |
| Department: |  |
| Contact Telephone Number: |  |
| Email Address: |  |
| Computer ITR Number\*: |  |
| Location (room number): |  |
| Please detail the reasons for requesting that your computer is left switched on overnight on the 20th March 2015 | |
| PLEASE PROVIDE AS MUCH DETAIL AS POSSIBLE TO ASSIST IN IDENTIFYING A VIABLE ALTERNATIVE, IF ONE IS AVAILABLE: | |
| Signature: |  |
| Date: |  |
| **Authorised Person/Head of Department:**  I confirm that I am aware of and support the above request. | |
| Name: |  |
| Signature: |  |
| Date: |  |

\* The Computer Number will be shown on as ITRxxxxx