Things to do before you leave:

On the Linux workstation close the FE Beam Permit
Click the ABSB Open Allowed to No
Call Control Room x8899 and ask them to close the Port Shutter
Save all your files (copy them to the network drive, P, and to your USB stick), exit the OLIS program and shut down the computer
Switch off the OLIS System CD controller box (next to the PC) and all other equipments (temperature controller Quantum box, Peltier pump etc).
Close the N2 gas valve to a standby at 5L/min.
Switch off computer monitors (Linux WS, and the ring status display as well) and all other electronic equipments (Nanodrop, PCs in DP room, etc.)
Switch off lights by the main door.
Check that everything is done.