

CHRISTMAS OFFICE SHUTDOWN & 2026 PREP CHECKLIST

A one-page guide to help your team shut down smoothly and start 2026 stress-free



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Power down & secure equipment

Shut down and unplug all office devices to ensure everything is safely powered off. Store things away with 123ink own-brand storage supplies

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Back up & protect data

Back up files, save shared work, and sign out of all devices for a secure year-end wrap-up. Explore USBs and external hard drives from 123ink.ie

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Prep the printer & office supplies

Finish final print jobs and tidy the print area so January starts smoothly. Stock up on ink, toner, printer paper, and office supplies.

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Tidy & reset workspaces

Refresh desks and communal areas for a clean start to the new year. Grab cleaning supplies, and kitchen essentials.

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Office security & safety checks

Secure documents and ensure the office is fully locked up for the break. Find key safes, signage, and safety accessories at 123ink.ie.

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January 2026 planning & setup

Plan January tasks now for a smooth return. Stock up on planners, notebooks, pens, and organisers.

Start the new year organised: print your checklist on 123ink premium own-brand paper.

