

Event Lock-up Check List

General Instructions for every event		Completed?
Linens	Remove and clean, launder and retron to linen storage	
House Lights	Turn Off	
Dimmer Lights	Turn Off	
Heat	Turn Down to 50 in Winter	
Doors		
<i>French Doors</i>		
<i>Kitchen</i>		
<i>Sunroom</i>		
Windows downstairs & Upstairs	Closed & Locked (inc Top/Bottom Bolts)	
Blinds		
<i>French Doors</i>	Left up	
<i>Sunroom</i>	down & open	
<i>Tea Room</i>	down & open	
Kitchen		
<i>Food from fridge</i>	Remove	
<i>Counter tops</i>	Clean	
<i>Garbage</i>	Take out	
Bathrooms		
<i>Garbage</i>	Take out	
Keys	Return to lockbox	