

Event Lock-up Check List 23-24

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| General Instructions for every event | | ? |
| | | |
| Linens | Remove and clean, launder and return to linen storage | |
| | | |
| Lavatory wastebaskets | Emptied | |
| | | |
| House Lights | Turn Off | |
| | | |
| Dimmer Lights | Turn Off | |
| | | |
| Heat | Turn Down to 50 | |
| | | |
| Doors | | |
| <i>French Doors</i> | Lock | |
| <i>Kitchen</i> | Lock | |
| <i>Sunroom</i> | Lock | |
| | | |
| Windows downstairs & Upstairs | (inc Top/Bottom | |
| | | |
| Shades | | |
| <i>French Doors</i> | Left up | |
| <i>Sunroom</i> | Down | |
| <i>Tea Room</i> | Down | |
| <i>Exit Door</i> | Up | |
| | | |
| Front Yard Flood Lights | Off | |
| Stairway) | | |
| | | |
| Kitchen | | |
| <i>Food from fridge</i> | Remove | |
| <i>Counter tops</i> | Clean | |
| <i>Garbage</i> | Remove | |
| | | |
| | | |
| Keys | Return to lockbox | |