

Closing Check-list:

Did you use the Kitchen? If so, use the special check-list in the green binder, which is stored on the counter by the entrance door.

Protective floor cover mats in Main Hall upstairs: if they have been rolled up and put away, or have been pulled back, please replace them. Mats-on-the-floor is the default, unless a Hall user rolls them up or pulls them back.

Did you combine trash into one (or more) bags and replace liners in trash cans?

Did you change the thermostat on either floor? If so, please return to 55°.

Are all interior doors closed?

Double doors at both foyers.

Closets--"Grange" and "Dance".

Fire door at bottom of stairs.

NOTE: ADA bathroom upstairs has an automatic closer.

Lights in Lower Level—turned off?

Back of Lower Level switch—on wall by emergency exit.

Kitchen light switches—on the right, just inside the Kitchen entrance.

Cafeteria light switches—on wall by Kitchen entrance.

Lights and exhaust fan on Main Floor—turned off?

Exhaust fan switch: located in alcove at left of stage (looking out). Push the blue button until it goes to the OFF position.

Stage lights switches: located in alcove at left of stage (looking out).

Light for wheelchair lift—next to lift door in ADA entrance foyer.

Light & exhaust fan in upstairs ADA bathroom.

ADA foyer light switches—on outside wall to the right of the doors (looking out).

Main Hall light switches in "circuit box"--flip all to off position (to center of box).

Ceiling fan switch in "circuit box"--flip to off position (to center of box).

Please leave "outlets" switch in ON position (to right side of box)

3 switches in the "near-stairs" foyer—turn all off: Bathroom/Stairs, Foyer & Porch

Exterior doors—ADA entrance & "Near-stairs" entrance—both locked?

Note: motion-detector lights will continue to work outside both entrances!

And PLEASE: take ALL LEFTOVERS and TRASH, plus your PERSONAL BELONGINGS with you!