

### Checklist for Closing Up The Houston House

- Sweep room(s) that you used
- Remove all trash, place in the dumpster and put a new trash bag in the can
- Lock front door (sliding lock and deadbolt)
- Turn heat down to 55 degrees (in cold months). In hot months, turn off A/C, or set to 80 degrees
- Return all items used from closet (brooms, ladders, extra tables/chairs etc)
- Turn off light switch, next to the thermostat
- Dirty linens should be placed in the laundry basket in the pantry in the kitchen
- Make sure the door to the deck is locked
- Turn off the light in the kitchen
- Wash and put away any dishes that you may have used
- Please don't leave any food in the fridge
- Go down the basement & turn off the breaker for "front room"
- Turn off lights in the back studio (one located at the top of the stairs and one by the back door)
- Turn off lights in the back studio restroom
- Lock the door, return key to the lock on the outside of the back door

**\*\*IF GINA & DAN ARE UPSTAIRS TEACHING CLASSES, LEAVE FRONT DOOR UNLOCKED AND DO NOT TURN THE BREAKER OFF, THEY WILL DO IT. YOU WILL KNOW IF THEY ARE IN BY THE YELLOW SIGN POSTED ON THE BREAKER BOX. \*\***

If you have any questions or need assistance, please call/text Kim Heminger at 937-243-6985 or Bobbi Dailey at 937-209-0008