

## CLRC CHECKLIST SITE

### OPENING AND CLOSING UPON DEPARTURE

1. Dispose all garbage; wipe clean floors/counters/tables and do a thorough vacuum.
  2. Communicate with host/hostess of any damages/losses incurred as a result of the stay.
  3. Make sure you leave the Liability Release Agreement and/or Application if not yet sent in.
  4. Check for anything left behind by the users.
  5. When you leave, adjust the room temperature thermostats to the original setting (50 degree temp during winter and 85 degree during summer.) Close all the windows/curtains/shades in the common area and the bedrooms. All kitchen appliances are off (except the fridge). Make sure entrance doors/lights are closed and locked as you found them, front & back entrances.
  6. Note that the main gate/fence must be slide-opened or closed as when you arrived. If closed, the lock/chain hangs on the top.
  7. Make sure you know how to operate the A/V equipment (projector, receiver, etc.) in the main building basement classroom. Properly turn everything off upon departure. See [A/V instructions](#).
  8. Make sure all fees are paid.
- If in doubt, please text/call Paul or Linda Bucknell at #412-398-4559.
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