

## **CLOSING CHECKLIST**

DATE \_\_\_\_\_

- \_\_\_\_\_ DAY END CUTOFF ON COMPUTER
- \_\_\_\_\_ METER READINGS
- \_\_\_\_\_ DEPOSIT READY FOR BANK
- \_\_\_\_\_ LOBBY AND LOBBY RESTROOM CLEAN, STOCKED & ORGANIZED
- \_\_\_\_\_ MAGAZINES ORGANIZED IN RACKS
- \_\_\_\_\_ COFFEE MACHINE CLEAN & READY FOR MORNING
- \_\_\_\_\_ ALL TRASH CANS EMPTY
- \_\_\_\_\_ OFFICE AREA CLEAN, STOCKED & ORGANIZED
- \_\_\_\_\_ SHOP AREA CLEAN, STOCKED & ORGANIZED
- \_\_\_\_\_ PIT AREA CLEAN, STOCKED & ORGANIZED
- \_\_\_\_\_ STORAGE AREA CLEAN, STOCKED & ORGANIZED
- \_\_\_\_\_ EMPLOYEE RESTROOM CLEAN, STOCKED & ORGANIZED
- \_\_\_\_\_ ALL SHOP DOORS LOCKED
- \_\_\_\_\_ MAIN WATER VALVE CLOSED
- \_\_\_\_\_ COMPRESSOR SHUT DOWN AND DRAINED
- \_\_\_\_\_ MAIN OIL VALVES CLOSED
- \_\_\_\_\_ LIGHTS OFF IN PIT AND STORAGE AREA
- \_\_\_\_\_ ALL FANS OFF
- \_\_\_\_\_ LIGHTS ON IN LOBBY AND SHOP AREA

**CLOSING MANAGER** \_\_\_\_\_