

PERFORMING ARTS CENTER
Shutdown Check Sheet

- The ceiling fans are off and ceiling doors are closed. (If not, the fans are shut off with a switch located in the tunnel near the light booth door. You can close the ceiling doors by using a pole which is kept in the kitchen.)
- The light/sound booth is locked. Ensure that the door to the tunnel from the sound booth is closed, lights are out in the tunnel, sound is off, and the light is off in the booth. Then lock up the booth.
- Check that the "house" thermostat is set at 55 degrees. (This should no longer be necessary, the thermostat is set to automatically turn itself down).
- Check that the front door is locked.
- Check that the front door porch light is off.
- Turn off lights in bathrooms.
- Turn off the lobby lights.
- Lock the door from the office to the hallway.
- Turn off light in office.
- Turn down heater in office.
- Verify that the padlock on the makeup cabinet is locked.
- Turn off lights in the dressing rooms.
- Turn off lights in the makeup room.
- Close and lock the make-up room door (push lock, next to handle).
- Turn off lights in the costume room.
- Close and lock (padlock) door to the costume room.
- Turn down green room thermostat to 55 degrees.
- Turn off lights in the green room.
- Turn off lights in the props room and lock the door (padlock).
- Check that the side back door is closed.
- Turn off hall lights.
- Unplug coffee pot (look around the kitchen to check for hot plates, etc.).
- Turn off kitchen lights.

- Turn off the tool room lights and lock the tool room door (padlock).
- Check that the back door is closed.
- Turn the backstage thermostat to 55 degrees.
- Turn off backstage lights.
- Check that the backstage ceiling door is closed.
- Turn off backstage lights.
- Check that the esthetic (curtain lights) and the first row of house light are off (If on, turn off; the switches are on a black box upstage of the stage working lights.)
- Turn off the stage working lights.
- Lock the side door.
- Turn off house lights.
- Close door behind you and verify that it is locked.

Effective December 10, 2004

Questions/Suggestions?
Call Dick Danforth
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