

Lock-up Checklist

Step	Task
1	<input type="checkbox"/> During final train run of your session, return track & control switches which you have used to their respective through mains.
2	<input type="checkbox"/> Stow/ Pack your items; Lock your locker (if applicable).
3	<input type="checkbox"/> Make one circuit around the room, in a clock-wise direction, starting at the lockers.
4	<input type="checkbox"/> Latch & test side door. Ensure plywood is standing between Steel-bar door and Glass door (Otherwise Steel-bar door will unlatch Glass door).
5	<input type="checkbox"/> Turn off the timer under the Passenger Station.
6	<input type="checkbox"/> Unplug overhead light. As of Jan. 2009, it was a green extension cord plugged in by the DCC test track.
7	<input type="checkbox"/> Unplug big floor fan.
8	<input type="checkbox"/> Turn off all rotary, timers and the DCC master switch in the DCC test track area.
9	<input type="checkbox"/> Return throttles to their storage boxes.
10	<input type="checkbox"/> Turn off the heater breaker switch (labeled on electrical master panel by the workbench).
11	<input type="checkbox"/> Unplug workbench light.
12	<input type="checkbox"/> Turn off the timer under Route 66 (about half-way down).
13	<input type="checkbox"/> Turn off stereo.
14	<input type="checkbox"/> Turn off coffee pot.
15	<input type="checkbox"/> Turn off Bathroom light. Ensure commode is not running. During Winter months, leave space heater running (close door).
16	<input type="checkbox"/> Turn off TV, VCR & DVD player.
17	<input type="checkbox"/> Unplug big fan on ceiling of Bathroom (plug behind TV).
18	<input type="checkbox"/> Lock overhead dock door.
19	<input type="checkbox"/> Turn off light switch by front door bulletin board. Ensure timer is off.
20	<input type="checkbox"/> Lock front glass door. Ensure that the knob on the inside is in the vertical position (running 12 to 6 o'clock).
21	<input type="checkbox"/> Firmly lock porch gate latch with padlock.
22	<input type="checkbox"/> Stop vehicle on driveway to chain-lock the drive gate at the top. If both gates were opened, ensure rod is stuck into it's hole in the concrete.