

House Manager Break Checklist

HM must complete these items before leaving.

2 Weeks Prior to Break

- Print & hang up fliers:
 - “Break Closing Notice”
 - “Resident Break Checklist”
 - “Staying Over Break Sign Up List”
- Hold a house meeting to go over closing procedures

Day of Closing

- Empty out all wastebaskets and remove all food items. Take all garbage to the dumpster.
- Unplug all electrical appliances (i.e. TV, stereo equipment, video game consoles, computer equipment, cell phone chargers, etc.).
- Remove all food from refrigerator in common kitchen area.
- Clean common kitchen, laundry room, study room and other public areas of the house.
- Close windows, blinds and turn off lights.
- Set thermostat at 65 degrees.
- Check that all doors are locked to property.
- Send the “Staying Over Break Sign Up List” to WPN Staff.
- Share with WPN Staff who is your temporary House Manager replacement and effective what dates.
- Post “Break Closure Contact List”