

OPENING PROCEDURE

	YES	NO
Turn on water main	<input type="checkbox"/>	<input type="checkbox"/>
Turn off drain valves	<input type="checkbox"/>	<input type="checkbox"/>
Turn on Water Heater	<input type="checkbox"/>	<input type="checkbox"/>
Light Heater Pilot	<input type="checkbox"/>	<input type="checkbox"/>
Turn Heaters to 65°	<input type="checkbox"/>	<input type="checkbox"/>
Check Propane Tank % Call office if tank is below 30%	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>

Special Instructions:

CLOSING PROCEDURE

	YES	NO
Turn off water main	<input type="checkbox"/>	<input type="checkbox"/>
Open drain valves	<input type="checkbox"/>	<input type="checkbox"/>
Turn off Water Heater	<input type="checkbox"/>	<input type="checkbox"/>
Drain water heater	<input type="checkbox"/>	<input type="checkbox"/>
Turn Heaters off	<input type="checkbox"/>	<input type="checkbox"/>
Turn heater down to 55°	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>

Special Instructions:

In the space provided below please mark where the following items are located (also mark any distinguishable landmarks to help the repairman, and county agencies ie. Fire department, gas company etc. find items:

Water Main
Water Heater

Drain Valves
Propane Tank

Main Gas Shut Off
Heater

A large, empty rectangular box with a thick black border, intended for marking the location of the items listed above. The box is currently blank.