

Example Walkthrough

Location	Tasks	Comments	Complete
Second Floor Catering Kitchen Cont...	<p>Check all appliances for power, cleanliness, and leaks. To include: water heater, expansion tank, fire suppression system, range, range hood, keg refrigerator, dishwasher, industrial sink, icemaker, refrigerator, and deep freezer. All appliance and maintenance information is located in the Appliance and Product Information section of this manual.</p>		
Second Floor Storage Room (Behind Stage)	<p>Access hatch to roof, HVAC filter storage, two electrical cut-offs to left of exterior door.</p>		
	<p>Check the HVAC units. All maintenance information is in the Appliance and Product Information section of this manual.</p>		
	<p>Check the switch to the right of the Elevator Hall. This controls the two-bulb fluorescent light above the back exit door.</p>		
Second Floor Elevator Hall	<p>Check the switch in Hall. It controls 3 ceiling can lights.</p>		
	<p>There is a thermostat on the wall. Check the 20" x 20" filter in the return in the ceiling.</p>		
Second Floor Ballroom	<p>Check bank of rheostats to the inside left of the door to the right of the stage. These control the stage lights, the four 6-bulb chandeliers in the Ballroom, and the one 16-bulb chandelier in the Ballroom.</p>		