

Sample Facilities Closing Checklist

What	Who	Date
Choose Close-down Date		
Notify Landlord		
Notify Utilities		
<i>Electricity</i>		
<i>Gas / Propane</i>		
<i>Water</i>		
<i>Telephone</i>		
<i>Sewer / Septic</i>		
<i>Trash</i>		
Move Materials / Equipment		
Clean Building		
Return Keys / Final Check-out		

Notes: