

Building Opening Checklist (report discrepancies to SQ23/CC immediately)

- Confirm rear door secured
- Confirm COMM room secured
- Confirm Commander's Office secured
- Confirm Key Box secured
- Confirm COMM room equipment properly shutdown
- Confirm all computers, printers and copier shutdown
- Confirm all heaters off and unplugged
- Confirm trash emptied
- Check messages on the answering machine †
- Check mail if not "solo" (Box 15 at the airport front gate, key in the Key Box) †

Building Closing Checklist

- Secure rear door
- Turn off all rear lights
- Turn off all radios, power supplies & printers in COMM room
- Secure COMM room
- Turn off Commander's computer
- Secure Commander's office
- Secure Key Box
- Turn off all computers, printers and copier
- Turn off and unplug all heaters & AV equipment
- Empty trash
- Turn off ALL lights
- Secure front door

† CAP members only