



MARBLEHEAD LITTLE THEATRE
 12 SCHOOL STREET
 MARBLEHEAD, MA 01945
 (781) 631-9697 WWW.MLTLIVE.ORG

Firehouse Theatre Closing Check List

✓	System	Instructions	Location/Other Info
	A/C (Summer)	Reset to 80 degrees	Thermostat near bathrooms
	Heat (Winter)	Reset 52 degrees	Thermostat near bathrooms
		Turn Off Ceiling Fans	Slider Switch below Thermostat
	Dimmers	Turn Off at electric panel	Far right panel in dressing room - lower right breaker
	House Lights	Turn Off ALL 3 BANKS	3 left most switches to the left of front door of theatre or all 3 switches below the thermostat.
	Exterior Front Landing and Ramp Lights	Turn Off at timer.	To the left of the front house light switches. Turn off by sliding switch to left. Leave on timer setting if performance scheduled for following night.
	Exterior Rear Lights	Leave alone - On timer	
	Bathroom Lights	Turn Off	Inside of BOTH bathrooms
	Dressing Room lights	Turn Off Both Switches	Interior wall next to small hallway.
	Hall Lights and 2nd Floor Lights	Turn Off	Small 1 st floor hall, tower stairwell and any 2 nd floor lights
	Cover Chairs and Lightboard	Cover ALL padded chairs with cloth	Exception - if performance scheduled for next day or so.
	Doors	Close and Lock 2 nd and 3 rd floor stairwell doors	Lock ALL 3 exterior doors
<i>Movies only</i>			
	Retract Screen	Rocker Switch	On wall above utility closet
	Turn off Projector	Press and Hold	Button on Projector - till light goes off
		Turn Of Power	Switch on wall above utility closet
	Cover Projector		
	Cover electronic equipment		

Checked by: _____ Date: _____