

## 2.4- Completion Sheet Before Leaving

Steps to perform before leaving the layout.

**It is *your* responsibility to allocate enough time to perform the steps before leaving.**

- ☐ **“End of Day Checklist”:** Perform all steps (see other page).
- ☐ **Turn Block B20 off**, and align all **turnouts T01 up to T20 to normal**.
- ☐ **Enable and Try the Automation:** Run each train once using the motion sensor.  
It is of crucial importance that the automation be left in a working state.
- ☐ **Access Door Keys:** Placed on the nail by Stockton Yard labeled “Glass + Door Key”.
- ☐ **Light off in the Rear Room.** It does not turn off with the rest of the layout.
- ☐ **Side Access Doors:** Closed and locked.
- ☐ **Leave the room in a clean state.**
- ☐ If it after 5 PM and the front desk people have already turned off the rest of the museum, you are in charge of turning it off too:
  - Power off DCC ⇒ See Section 2 for details.
  - Power off layout power.
  - Power off all lights.

Special Notes / Issues:

Name:

Date: