

EST. 1830



BRENTWOOD, TENN.

## **Cool Springs House – Corporate Meeting Closing Procedures**

Clients are responsible for ensuring the below checklist has been completed prior to departing the Cool Springs House and property. **Failure to properly complete the checklist below could result in Client being charged additional fees.** We ask that you please be respectful of our Historic Home.

**When you leave, the house should be as close to the condition you found it in as possible.**

### **Access Codes**

Kitchen Door: 8059 | Conference Room Door: 5050

- Conference **chairs** have been returned to original positions.
- **White board** has been erased.
- **Kitchenette** has been cleared of all food and personal items.
- **Projector** (if used) has been turned OFF and returned to original location.
- **Kitchen** has been returned to original condition.
- **Food** removed from refrigerator, freezer, and microwave.
- All **furniture** is returned to original positions.
- All **trash** has been put in TIED bags and placed in the trash receptacles in the fenced area directly behind the house.
- All **personal** items have been removed from the house.
- All **lights** have been turned off.
- **Thermostats** (one downstairs, one upstairs) reset to 75/summer or 70/winter.
- All **doors** have been locked: Front door, side door, kitchen door.

**Upon departure, TEXT: 615-946-0389 to active the alarm.**

We hope you had a wonderful meeting! – The Team at Cool Springs House