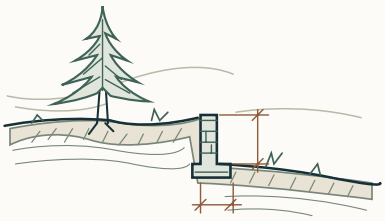
FIELD OPERATIONS / BLANK TEMPLATE

Seasonal opening or closing checklist



Track the agreed tasks for opening, closing or preparing a property for a change of season.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon field or office staff

Work from the owner's opening or closing list. Record utility or specialist appointments separately from the crew's physical work.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit date *

Visit or work-order reference
Use the reference on the schedule or job sheet.

Visit purpose *
Spring opening / Autumn closing / Pre-winter preparation / Mid-season reopening

Outdoor furniture and stored items *
Completed / Partly completed / Deferred / Outside this visit's scope

Entrance, walkway and gate readiness *
Completed / Partly completed / Deferred / Outside this visit's scope

Agreed interior opening or closing tasks *
Completed / Partly completed / Deferred / Outside this visit's scope

Utility or specialist follow-up *

Identify who handles heating, water, equipment commissioning or other separate work. Enter “None” if unnecessary.

Exceptions and next steps *

For partial or deferred work, name the area, reason and next action. Enter “None” if all agreed tasks were completed.

Attestation

I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date