Open House Safety Checklist

Print it and tape it to the clipboard. Short on purpose: nobody reads a checklist at the door.

BEFORE THE DOORS OPEN

- [ ] Walk every room before the sign goes out
- [ ] Open the back door, garage and side gate
- [ ] Pick your exit and keep it clear all day
- [ ] Check phone signal in the basement and back rooms
- [ ] Turn on every light, including closets and the basement
- [ ] Keys, phone and bag go near your exit
- [ ] Sign-in sheet at the front door, not the kitchen
- [ ] Text one person: address, time, check-in
- [ ] Park nose out with nothing blocking you

WHILE PEOPLE ARE IN THE HOUSE

- [ ] Stay near a door, not in the middle of the house
- [ ] Everyone signs in. Say it kindly, say it to everyone
- [ ] Point, do not lead. Never walk a stranger into a basement or attic alone
- [ ] Keep valuables out of sight, including yours
- [ ] Keep count of how many people are inside

WHEN SOMETHING FEELS OFF

- [ ] Leave first, explain later
- [ ] “I just got a call, I need to lock up now.”
- [ ] “Let’s finish on the porch. I have to lock up.”
- [ ] If it is serious: get out, get to your car or a neighbor, call 911
- [ ] Do not go back for the sign

AFTER THE LAST GUEST LEAVES

- [ ] Walk the whole house: every room, the windows, the yard
- [ ] Count the sign-in sheet against who you remember
- [ ] Text your check-in person that you are out
- [ ] Walk to your car with keys in hand and phone ready
- [ ] Write down anything that bugged you, even if nothing happened

NOTES

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