

IT DEPARTMENT CHECK LIST

Checklist for items that needs to be in complete working order before JEE arrival. Items should be kept in constany working order, with a final and thorough check a minimum of 24 hours before arrival.

LSJ	White Table	Library	Master Bed	Master bath	Flagpole	Kitchen	Theater	Cabanas	Tiki	Gym	5 Palms	Kite	Chillax
Landlines													
Computers													
Printers/Scanners													
Ipads on charge													
Sound system													
Projector													
Remote controls													
Phone chargers													
Wifi													

GSJ	Office	Bed	Living	Kitchen
Landlines				
Computers				
Wifi				
Phone Chargers				

REMARKS

Completed by: _____

NAME & DATE

SIGNATURE