



The 2 a.m. Sheet

Where your shut-offs are, and who to call. Fill it in once, today. Keep it where you'll find it in the dark.

STANDING WATCH THROUGH THE NIGHT

FRONT · IF SOMETHING BREAKS TONIGHT

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1 Water main shut-off

Where it is _____

How to get there _____

How to turn it off _____

Photo 1: close-up of the valve

Photo 2: close-up of the handle

Photo 3: wide shot, the way there

Find it before you need it. Go look today. Take the three photos with your phone and keep them in one album.

2 Gas shut-off (or "no gas service")

Where it is _____

Gas or no gas? ☐ Gas service ☐ No gas service

If anyone smells gas: get everyone out. Don't flip light switches or use a phone inside. Call 911 or the gas company from outside. **Never tell a guest to touch the gas valve.**

3 Breaker panel

Where it is _____

If there's water near the panel, smoke, a burning smell, or sparks: nobody touches the panel. Get out and call 911.

4 Facts a plumber or tech will ask for

Water heater ☐ Tank ☐ Tankless ☐ Gas ☐ Electric

Where it is _____

Make and age _____

Sewer or septic ☐ Sewer ☐ Septic

Water supply ☐ City ☐ Well

Heat and AC _____

Smart-lock brand _____

Sump pump, hot tub, pool gear _____

Write the brand, never the door code. Leave a line blank if you don't know it; the tech will tell you what they find.



Who to call, in order

Ask each person ahead of time whether they'll take a call after hours. Write Y or N.

BACK • YOUR PEOPLE

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5 Vendors by trade

TRADE	FIRST CHOICE (NAME, PHONE, HOURS)	BACKUP (NAME, PHONE)	AGREED TO NIGHT CALLS?
Plumbing			Y / N
Electrical			Y / N
Heating and cooling			Y / N
Locksmith			Y / N
Appliances			Y / N
Handyman			Y / N

Ask the night question before you need it. Many trades say yes only for real emergencies, and some charge more after hours. Write down what they say.

6 Cleaners, in order

1st (primary) _____
Phone _____
2nd (backup) _____
Phone _____

A cleaner who can't make a turnover should say so early. The backup should hear it that day.

7 Local contact

Name and phone _____
Can get there in person? ☐ Yes ☐ No

Has a key? ☐ Yes ☐ No

Pick someone who lives close and can walk in. Some county rules ask for a person who can get to the property; check yours.

8 Your spending limit

For a repair, the most anyone may spend without calling me first: \$ _____

Set it with your vendors in mind. Anything above it waits for your OK.

9 Your city or county's 24/7 contact rule

Rule and response time _____

Some counties ask for someone who can respond in 30 to 60 minutes. Check yours with your local office; a phone line alone may not meet it.

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Water leak? The water shut-off is _____, and to turn it _____

Smell gas? Get out right away, then call 911 from outside.

Locked out? Call _____

Check your platform's messaging rules before you post a phone number. Guests never get a door code or a gas valve.