

# PORTER DEPARTURE PROCEDURES

We now have a weekly cleaning service but their access time is limited, so please follow these guidelines to help the next guest arrive to a house that is spotless and clean. Also, out of consideration, please let us know if you plan to leave before Sunday so that we can notify the following guest.

1. Wash, dry, and put away all dishware, glasses, pots, pans and utensils. Any last-minute kitchenware may be left to dry next to the sink if necessary.
2. Clean out all shelves and bins in the refrigerator and freezer. (The following guest will appreciate full ice trays.) Remove any perishable or stale items. Condiments and some other items are typically left for the next guest, and leftover beer or wine is always well-received.
3. Clean the stove of any spills or loose food remnants. Check oven to be sure it is clean. Manual cleaning of the oven is preferred but if you use the auto-clean feature please do so the night before you leave so that it can cool down before the next guest arrives.
4. Double bag food garbage and place in large blue trash bins outside. Trash and recyclable collection is on Wednesday morning, so it's best to move the bins to the curbside on Tuesday night during your stay.
5. Wash, dry and fold any linens, towels and bathmats you may have used and return them to the marked shelves in the upstairs linen closet. Straighten the bedspreads and pillows but leave the beds without sheets and pillowcases.
6. Sweep excess sand from the deck and wipe table surfaces.
7. Put toys, tools, beach and boating equipment back in the garage. Secure all boats to high ground (above high tide mark) and leave outhaul line tied high so that it is not resting on the ground. The dinghy can be left on the outhaul.
8. Close the windows, make sure all appliances are off and turn off all lights.
9. Bolt the door going from the kitchen to the garage, but the large garage door may be left open if another guest is following. Lock the front door from the inside then exit through the kitchen door and lock the keyless lock when you depart.