

Porter House – Arrival & Departure Checklist

All family and guests using the house must complete this Arrival & Departure Checklist to ensure that the previous guest has left the house in satisfactory condition and that each guest leaves it that way on their departure. Refer to the Porter Houses Guest Information Manual – available at the house or online at www.portersisters.com – for specific details of the tasks. Report any discrepancies or other issues to a Board Member (contact information on bulletin board in kitchen) as soon as practical.

Copies of the checklist and return envelopes are available in the top drawer of the front hall dresser.

ARRIVAL

DEPARTURE

- | | | |
|--|--|--------------------------|
| <input type="checkbox"/> | Secure all watercraft: Pull above high water mark or into side yard and tie to post or anchor. You may leave the dinghy on the outhaul if the house is rented the next week. | <input type="checkbox"/> |
| <input type="checkbox"/> | Clean out refrigerator. Do not leave perishables. | <input type="checkbox"/> |
| <input type="checkbox"/> | Wash, dry, and put away kitchen ware -- dishes, towels, silverware, pots, etc. | <input type="checkbox"/> |
| <input type="checkbox"/> | Sweep sand from deck -- wipe down deck furniture. | <input type="checkbox"/> |
| <input type="checkbox"/> | Remove trash and garbage to outside barrels (or take home, if able.) | <input type="checkbox"/> |
| <input type="checkbox"/> | Remove, clean, and return all linen to linen closet. | <input type="checkbox"/> |
| <input type="checkbox"/> | Clean bathrooms -- sinks, toilets, shower, tub, floors. | <input type="checkbox"/> |
| <input type="checkbox"/> | Clean stove top and oven. | <input type="checkbox"/> |
| <input type="checkbox"/> | Vacuum upstairs and first floor, and mop floors. | <input type="checkbox"/> |
| <input type="checkbox"/> | Close windows, turn off appliances (except refrigerator) and lights. | <input type="checkbox"/> |
| <input type="checkbox"/> | Lock the front door, kitchen door to garage, then lock keyless deadbolt on leaving. | <input type="checkbox"/> |
| <i>If no guests are scheduled to arrive shortly after your departure:</i> | | |
| <input type="checkbox"/> | Secure garage door from inside -- make sure all latches (top, middle, and bottom) are secured. | <input type="checkbox"/> |

It is essential that you inspect the house on your arrival and note any discrepancies so that you are not charged for a previous guest's failure to leave the house in satisfactory condition.

Please describe any discrepancies **or other concerns or suggestions:**

Guest Name

Date

**Mail to: Barbara Angle
52 Uncas Circle
Guilford, CT 06437**