

Checklist: Unit Close

This checklist lists the tasks to complete when closing a unit after a guest leaves, if unit will be vacant for more than 4 days.

Unit #: _____ Reservation #: _____ Date to Close: _____

Assigned To: _____ Date Next Guest Arrives: _____

Issues to Fix?: YES NO Date & Time Done: _____

Issues Found/Notes: _____

Task

Outdoor Items: Move "blow-away" outdoor table, chairs, and umbrella in Florida Room.

AC/Heat: Set AC/Heat/Humidistat to the proper temperature for no guest, as instructed by owner.
AC to _____ Heat to _____ Humidistat to _____.

Electricity: Leave ON Turn OFF at Main

Water: Leave ON Turn OFF at Main (if turn OFF water, must also turn off Hot Water)
Location: _____

Hot Water: Leave ON Turn OFF at (switch or circuit breaker?)
Location: _____

Refrigerator: Leave ON Turn OFF and use dish towels to prop open doors.

Dishwasher: If unit has one, leave door slightly open (using top shelf to prop door) so it airs out.

Toilets: If unit vacant for 30+ days, put plastic wrap over toilets (prevent water evaporation).

Shutdown Unit: Close and lock all windows and doors, close blinds, turn-off lights, and take-out trash.

Exterior: Store outside furniture (table/chairs/umbrella) inside, in space indicated by owner.
Location: _____
