

# Checklist: Unit/RV Site Move-In/Open Preparation

This checklist lists the tasks to complete when preparing a unit/RV Site for an incoming guest.

Unit/Site #: \_\_\_\_\_ Reservation #: \_\_\_\_\_ Date to Prepare: \_\_\_\_\_

Assigned To: \_\_\_\_\_ Date Guest Arrives: \_\_\_\_\_

Issues to Fix Before Arrival?: YES NO Date & Time Done: \_\_\_\_\_

Issues Found/Notes: \_\_\_\_\_

## Unit Preparation Task

- Services:** Make sure unit services are on:  Water  Hot Water  Electricity  Refrigerator

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- AC/Heat:** Set AC (78) or Heat (70) to the proper temperature for guest arrival. Air filter is clean (new within 3 months). If unit has Humidistat, set it to **0 (ON)**.

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- Kitchen:** Refrigerator, sink, and counters are clean and fresh hand towel is ready (smells fresh & nicely displayed). Run water in sink so trap has water in it.

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- Fire Extinguisher:** Fire extinguisher is full and available in the kitchen.

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- Bedrooms:** Bed is nicely prepared and bedspread/blanket is fresh (not dusty).

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- Bathrooms:** Remove plastic wrap from toilet (if applicable), and flush toilet. Run water in each sink and shower so traps have water in them. Make sure sink, mirror, toilet, shower, and floor are clean. Fresh towels are ready (smell fresh & nicely displayed), toilet paper (existing + one new roll) and new soap bar is available.

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- Clocks:** Set clocks and appliances to correct time.

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- TVs:** Make sure cable is working for all TVs in the unit.

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- Floors:** All floors are clean with no dead bugs.

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- Waste Baskets:** Make sure each waste basket is empty and has a fresh plastic bag in it.

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- Fresh Air:** Spray each room with air freshener upon exit.

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- Exterior Trash Can:** Make sure trash can is available. If there is trash in can, remove it and put in can by Office. Remove the stone from the lid of the trash can.

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- Exterior:** Make sure outside of house is clean, presentable, and welcoming. Put outside table/chairs/umbrella out if stored in inside space that hinders use of that space.

## RV Site Preparation Task

- Services:** Make sure services are on:  Water  Electricity

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- Sewer:** Sewer cap is in place and pipe is ready for connection and use.

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- Table/Benches/Chairs:** Table and benches/chairs are clean and in good shape.

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- Slab:** Concrete is free from weeds and ready for parking.

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- Lot Number:** Lot number is clearly displayed.

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- Trash Can:** Make sure trash can is available for the lot. If there is trash in can, remove it and put in can by Office. Remove the stone from the lid of the trash can.

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- Clean:** Make sure lot is clean, presentable, and welcoming.