

Porter House Arrival and Departure Checklist

PLEASE COMPLETE AND MAIL or EMAIL UPON DEPARTURE

Please complete this arrival and departure checklist to ensure that previous guests left the house in clean and good condition and that arriving guests leave it the same way upon departure. Please refer to the *Porter House Guest Information Manual* available at the house *or* online for details of required care. If needed, report any discrepancies to the board member who will be calling to welcome you to the house.

Arrival		Departure
	Clean bathrooms – sinks, toilets, shower, floors	
	Wash, dry, put away kitchen ware – dishes, glassware, silverware, pots	
	Clean out refrigerator and freezer – do not leave perishables	
	Clean stove top and oven	
	Remove any small trash to outside barrels; separate recycling in bins in garage (if possible, please take recycling home; leave as few items in the bins as possible)	
	Clean, and return all linens used to <i>marked</i> shelves in the linen closet	
	Vacuum and mop floors – kitchen, dining room, living room, bedrooms, halls, stairs	
	All deck furniture moved back to deck – wipe down deck furniture; Sweep sand from deck	
	Gently clean gas grill surfaces and drip pan – replace cover	
	Secure all watercraft – pull above high water mark or into side yard & tie to post or anchor, or put out on outhaul. Put all accessories – paddles, life jackets, etc. – in garage	
	Close windows, turn off lights and all small appliances (brisker may remain plugged in)	
	Secure garage door from <i>inside</i> – make sure <i>all</i> latches (top, middle, bottom) are secure	
	Lock the front door, kitchen door to garage, then lock keyless deadbolt on leaving	

Checking off items on arrival ensures that a previous guest's deficiency is not passed on to you. If desired, please add any additional information and return the completed form to Barbara Angle.

Please describe discrepancies or **other concerns / suggestions**

Guest

Date

Mail to: Barbara Angle, 52 Uncas Circle, Guilford, CT 06437 **Or Email to:** bb.angle@att.net