

VILLA CHECK LIST

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| | Park at top of driveway, leave gate open for guests. Check trashcans and garbage area for cleanliness. |
| | Walk to pool equipment; reset all timers to current time. Make sure no leaks, valves set standard. |
| | Check to make sure there are chlorine tablets in the bucket for guests to use. |
| | Walk around to pool; make sure water is up to tile (fill if necessary). Check pool cleanliness/skimmer for tablets. Pool Patrol services on Fridays. If you turn on hose, leave your car keys next to it so you can't drive off with the water running (I have done this!) |
| | Ensure area around front door and house is clear of trash, water bottles. |
| | Check planting beds and BBQ area for trash/litter. |
| | Ensure pool furniture & kayaks are in proper place Remove/slash ANY large inflatable items (trash) |
| | INSIDE—Please check powder room on 1 locked. Check all 1 |
| | Check laundry for cleanliness, check lint traps. Make sure laundry baskets are empty for guests. |
| | 1st for QUEEN SUITE. Open drapes, check window locks, set temp at 76°, check bathroom, lights, etc. Check shower window for locked. Turn on TV. ALWAYS LEAVE DISH RECEIVERS ON. |
| | Check Two cribs and tables/chairs in Queen. If the crib linens/pads look dirty, have the maids clean them or throw in the washer before the guests arrive. |
| | Check BOTH 2 windows for locked position. |
| | Make sure refrigerator spits ice/water. Check kitchen tap to make sure hot water works |
| | Unlock all (4) oceanfront doors, arrange balcony furniture. Check for trash/litter. Check exterior lights. |
| | Turn on Plasma TV and receiver (set to “aux 1” function for dish). Leave on for guests. |
| | Check phone for dial tone. Log into WiFi with your phone to check email |
| | Turn all lights on, check for burnt out bulbs. Inside and Exterior. |
| | Check Blue Bedroom for DSL/Router on desk. Set temp to 76° |
| | Inspect all ceiling fans for dust or wobbly fan blades. |
| | Unlock oceanfront doors on third floor, arrange furniture, and check for litter. Check exterior light. |
| | Check TV. ALWAYS LEAVE DISH RECEIVERS ON |
| | Make sure keys are left in key safe for guests OR (GUEST) combination works |