

Arrival checklist

Beforehand:

- let us know when you will arrive so we can turn off the security system and turn up the heat
- bring a flashlight to see the lock-box by front door

On arrival:

- open front door with lock-box key
- disarm security system if it hasn't been disarmed already
inside entry way: type X-X-X-X-Off (i.e., X-X-X-X-1)
- return key to lock-box

In pantry:

- turn on water main (T-handle in far lower cupboard)

In garage:

- turn hot water heater's red knob to between "Warm" and "Hot"

In house again:

- close any open water taps and listen for broken pipe leaks
- find Wi-Fi password in drawer under TV
- switch electric blankets to "Preheat" and snuggle in!

Call us if any problems:

Jeff's mobile: 831-915-2971

Jenny mobile: 831-915-0161

Closing checklist

- clean kitchen and bathrooms
- vacuum (but don't use upright push-vacuum on wood floors)
- wash and dry laundry; don't run dryer while no one is home; OK to leave wet items on drying rack, don't leave them in washer; leave washing machine lid open
- empty dishwasher (don't turn off water main while it's still running)
- empty and throw away coffee grounds
- take perishables from frig
- place recyclables in special blue bags
- take out bagged garbage and recyclables to bear box
- leave ashes in woodstove
- bring chair cushions and umbrella inside from the deck
- return Tahoe-Donner amenity guest cards
- return extra door keys and garage door clicker
- close, lock, and bar sliding glass doors
- close windows
- close drapes
- turn off all lights
- don't worry about the thermostat, it is tied with the security system

In garage:

- turn hot water heater down to "Vacation" (not off!)
- close garage rollup door
- leave door between house and garage unlocked

In pantry:

- turn off water main valve (T-handle in far lower cupboard)

Winter only, after water main is off:

- open some faucets upstairs and downstairs; close again
- flush each toilet and put splash of antifreeze in the bowls and tanks and in the sink drains

At front door:

- set security system (or leave it and we'll do it remotely)
Close all doors and type X-X-X-X-Away (i.e., X-X-X-X-2)
The system will beep and give you 60 seconds to exit; close door firmly
- lock front door using lock-box key (make sure deadbolt is fully engaged)
- return lock-box key to lock-box

Please come again!