

# ARRIVAL/DEPARTURE GUIDELINES

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## ARRIVAL GUIDELINES

1. Refrigerators take 24 hours to cool after being filled with food. Please be sure controls are set to middle or normal settings. Minimize opening the door.
2. Air conditioners will not function properly if the thermostat is set below 70 degrees. Lower settings or leaving the doors and windows open will cause the unit to freeze up and stop cooling.
3. Trash pick-up is as follows:  
High Season: Tuesdays & Saturdays  
Mid and Low Seasons: Tuesdays & Fridays
4. A recycling bin is located in the alley next to Harry A's Restaurant. There is no pick-up from your vacation home, all items must be dropped off at the public container.
5. If your home has a pool, you must first enter the combination, then push up and pull down to open the lock.
6. Pest control and air conditioner filter service may be necessary during your stay. Please allow admittance.
7. If your rental property is for sale, it may be necessary to show the property during your stay. Appointments will be made at least an hour in advance between the hours of 10:00 am and 5:00 pm.
8. As you come and go, remember that it is necessary to lock the door manually. There is no automatic lock feature.
9. To receive one extra set of linens including towels and bed linens during your stay, (limited to the maximum occupancy of the home), we are happy to deliver them and same day service is offered for requests made prior to 11:00 am. Please leave a message on our Linen Service Hotline at 927-2322 x7188.

## DEPARTURE GUIDELINES

Before your departure, please do the following:

1. **Please remember that check-out time is 10:00 am.**
2. Wash all dirty dishes, dry and put them away.
3. Take all trash including what may be in the kitchen, restrooms and bedrooms to the outside receptacle(s).
4. Set thermostats: Auto Cool 78° in summer  
Auto Heat 65° in winter
5. Close and lock all windows and doors.
6. Do a final check for any items you may have forgotten to pack. Be sure to check under the beds, the pool area, decks and porches.
7. If you received keys for your rental home, they must be turned in at the Check-In Center, either at the front desk or in the outside drop box.

## IMPORTANT NUMBERS (AREA CODE 850)

Emergencies:	911
George E. Weems Memorial Hospital:	653-8853
Sacred Heart Hospital, Port St. Joe:	229-5600
Franklin County Sheriff's Office:	670-8500
St. George Plantation Security:	927-2362

## RESORT VACATION PROPERTIES

Main Office Hours:	9:00 am – 5:00 pm, 7 days a week; 9:00 am - 6:00 pm on Saturdays & Sundays in High Season
Main Office Phone:	927-2322
Maintenance:	927-2110
Housekeeping:	927-3017
After Hours Emergencies:	927-2110