

SPECIAL EVENT CLEAN-UP CHECKLIST

This checklist is provided for your convenience and may be used at your discretion. A home inspection by RVP will take place the morning of your departure date. *Normal departure guidelines apply.

_____ **DECORATION REMOVAL:** Remove all interior and exterior decorations and any tape used in hanging decorations. Stapling, nailing, gluing, or other damaging attachments should not have been used for decorations.

_____ **DISMANTLE AND REMOVE TABLES AND CHAIRS USED FOR EVENT:** If renting additional tables and chairs, please ensure these have been returned to the proper rental facility or make arrangements for these to be picked up prior to your departure date.

_____ **PORTABLE TOILETS:** If portable toilets were rented for the event, please ensure arrangements are made for these to be picked up and removed from the premises prior to your departure date.

_____ **KITCHEN CLEAN-UP AND FOOD REMOVAL:** Dispose of any food items in the proper outdoor receptacle. Check for food items that may have been left outside and on decks.

_____ **FURNITURE:** If furniture or any other item was moved in the event home, please return it to its original location. Please take care not to scratch wood floors or cause other damage.

_____ **DIRECTIONAL SIGNS:** Remove any directional signs placed along roadways to guide guests to your event.

_____ **PLACE ALL GARBAGE IN THE PROPER OUTSIDE RECEPTACLE:** Remove all garbage from the home. Please report excessive garbage to our offices for pickup and secure all garbage bags. Be sure to thoroughly check the driveway, surrounding landscaping, beach walkway, sand dunes, and beach, if applicable, for any debris. Remember, items may not be left on the beach overnight.

_____ **PERSONAL ITEMS:** Check the interior and exterior of the home prior to your departure for any personal items that may have been left.

_____ **DAMAGES:** Report any damages that may have been incurred during your stay and/or event. This includes any damages to the interior and exterior of the home, landscaping, irrigation system and surrounding areas such as sand dunes, sand fences, and sea oats.

*Before your departure, please do the following:

1. Wash all dirty dishes or load and start the dishwasher, then put clean dishes away.
2. Take all trash out to the outside receptacle.
3. Set thermostats: Auto Cool 78° in summer; Auto Heat 65° in winter
4. Close and lock all windows and doors.
5. Do a final check for any items you may have forgotten to pack. Be sure to check the pool, decks and porches.
6. 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.