

ARRIVAL CHECK LIST

9 E 71ST

Day before arrival or in the morning if afternoon arrival

OUTDOORS:

- Wash and sweep side walk.
- Check windows clean
- Polish door knobs/handles
- Wipe down window grills

Done

Notes

INDOORS:

- Check sound and video systems
- Check batteries in mice and remotes
- Apple TV and computer updates
- Order and install flower arrangements
- Check all light bulbs
- Electrical wires organized and rolled up
- Flush all toilets
- Run all faucets
- MBR at 60 degrees
- All room temperatures
- Check all sliding doors
- Check fridges stocked
- Check clocks
- Voss water
- Check soda cans for expiration dates
- Check bed made properly
- Check clocks
- Artwork hanging straight?
- All drapes hanging correctly?
- Any strange smells in the house?
- Clothing and shoes arranged/washed
- Check wifi and micro cell
- Kleenex boxes full?
- JE mail on dining table