



### **CHECK IN PROCEDURES**

SO YOU'VE BEEN IN THE CAR FOR HOURS AND YOU ARE VERY HAPPY TO BE THERE BUT BEFORE YOU GET TOO COZY....

1. Please check out the balcony and lock the doors if necessary.
2. Turn up one or both of the thermostats. Three bedrooms have electric baseboard and those thermostats will be off....feel free to turn those on but do turn them down (or shut them off) if you'll be skiing all day.
3. Check the hot tub temperature and crank it up if it isn't already. On turnover days the tub may take a while to get hot.
4. Make yourself at home and please feel free to store your ski equipment in the mudroom. Thanks.
5. I always try to call my guests on their arrival night but I have been known to forget and sometimes you may get in quite late. If you don't hear from me for any reason, I would love a quick call to let me know you've arrived safely and that everything is in good order. (mostly I just want you to call me so you can tell me how awesome the house looks ☺) Since it may be very late, please call my cell phone at 203-619-2099.

### **CHECK OUT PROCEDURES**

Following our checkout procedures ensures that we can properly turn over the house.

1. Turn off all the ELECTRIC BASEBOARD .
2. You should set both thermostats to 55 degrees and press hold. Please do not shut off the thermostats!!
3. Please close the fireplace flue(s); unless you've had a fire on the day of departure, then leave it open AND let us know.
4. Please bring all garbage out to the dumpster...including any perishable food from the refrigerators. Any extra garbage may be bagged and left near the dumpster or under the deck by the hot tub. Please call if you feel the dumpster needs emptying.
5. Please do all dishes in the dishwasher(s) or by hand. (you may leave the dishwasher(s) running when you leave).
6. Leaving beds unmade is best and it helps the staff know which beds have been used.
7. Please take a few minutes to sort out the game pieces and the poker chips. Those are the time consuming things that really throw off our crew. Thanks!
8. Please double check that ALL lights are off, windows closed, and doors LOCKED. Be sure you have replaced the key in the lock box and that you have left the other keys behind.