

Checklist when Opening Park Models

(this list is highly recommended)

____ Turn on water and power, confirming that there are no leaks and power is working correctly.

____ Remove and store all window coverings and remove any sheets off the furniture. Panels can be stored in the shed or under unit. Also place all owner's personal items (clothes, shoes, etc) in a box and store

____ Wash down all woodwork, paneling and cabinetry (Murphy's Oil Soap works best)

____ Clean all blinds and wash all interior windows and clean all tracks for windows and sliding door. Vacuum all curtains, furniture and lamp shades. **Report any items that require additional/professional cleaning.**

____ Set up any patio furniture (usually stored in shed or AZ room) and clean

____ Run the washer/dryer and dishwasher, when applicable, to make sure working correctly. Report any problems found.

____ Clean and organize the shed, when applicable. Sweep the floor and wipe down all surfaces.

____ Completely clean the bath. Cleaning floor, tub/shower, light fixtures, stool, sink and mirrors. Organize cabinets, wipe out cabinets and drawers, organize towels (checking for any worn or frayed towels). Shine all faucets and shower fixtures. Remove all used soaps/lotions.

____ Completely clean kitchen. Clean refrigerator, stove top/oven, microwave, and any small appliances. Clean out drawers and pantry, organizing/cleaning all. Clean all dishes, pots/pans, silverware. Report anything in need of replacing. Throw away and open food items.

____ If applicable, vacuum and wash upper display areas/pot shelving

____ Clean overhead glass light shades and blades on all ceiling fans blades

____ Vacuum and turn mattress. Place clean mattress pad on bed. Place clean folded sheet on top of bed to ensure clean sheets for Tenant. Check all pillows for cleanliness and all sheets for signs of wear.

_____ Open sofa bed, vacuum and make up with CLEAN mattress pad. Make sure there are clean sheets available for sofa bed. Check to make sure there are pillows (clean) for this bed as well.

_____ Make sure there is a set of NEW pillows in closet.

_____ Change out air filter (usually stored in the shed), replace batteries in all TV remotes and in smoke alarms.

_____ Sweep any patio areas (front and back) plus driveway.

_____ Perform one last, thorough inspection before locking the door.