

# Lifewater Ranch guest prep procedures

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This document assumes we have a back-back guest situation where I need to hire a crew to prepare the house in 4 hours. Check-in time is 4pm and Check-out time is 12 noon.

Odds are very good that the guests leaving will leave earlier than noon and the guests arriving will arrive after 4pm but you never know.

The numbered paragraphs can all be done in parallel. The lettered paragraphs within each numbered paragraph would be done sequentially and are ordered by importance. This way you can split up the numbered jobs between crew members.

The crew leader needs to spot check each item.

If you ever have a question or problem just call me at 208-301-8615 and if you can't reach me, consult Mickey Kindred to lives in the other home on the property (424).

The numbered items are in order of importance.

1. Outside areas
  - a. Vacuum the pool if needed.
    - i. Fill pool to overflow level in skimmer.
    - ii. Get vacuum hose and fill with water by connecting one end to the vacuum head and placing that underwater and then pushing the hose down into the water so all the air gets out.
    - iii. Connect vacuum hose to skimmer suction pipe.
    - iv. Close the drain suction valve half-way so more suction goes to the skimmer.
    - v. Turn pump valve to the "Waste" position. This will start draining the pool.
    - vi. Turn on the pump.
    - vii. Run the vacuum head along the bottom of the pool. Don't waste time. You are draining the pool as you do this. This is because a lot of fine algae will pass right through the filter system so it has to go overboard. If the pool level gets to the bottom of the skimmer window, stop vacuuming and refill to continue.
    - viii. When done turn off the pump, switch the filter valve to "filter", turn on pump, open the drain pump intake valve all the way, and put away vacuum hose and head.
    - ix. Refill pool to normal level – about mid-height of the skimmer window. DO NOT OVERFILL!!!
    - x. If the pool ends up getting an algae bloom, some major attention will be needed and shock and chlorine tabs will be needed every other day to maintain chlorine levels and this process can take a week to get under control. If proper pH and

chlorine levels are maintained this will not happen. In the hotter months it may take some attention twice a week to prevent a bloom from happening.

- b. Check the pool and hot tub chemistries and correct as needed.
    - i. Use the test kit under the right-front hot-tub deck module.
    - ii. The main thing to worry about is pH which should be near 7.2.
    - iii. Next for the pool, is the chlorine level. Just make sure you have some active chlorine in there. Add chlorine tablets to correct slightly or shock with the chlorine granules if algae are growing and there is no chlorine detected.
    - iv. If chlorine seems low or gone, check for Cyranic Acid and correct if needed.
    - v. For the hot-tub, just measure pH, clean the filter and shock if it looks green.
  - c. Put pool toys away.
  - d. If it needs it, Mow the lawn and weed whack areas you couldn't get with the mower. Don't forget to gas it up before you start.
  - e. If it needs it, weed the garden.
  - f. Blow off the deck and concrete areas and stairway to pool pump-house.
  - g. Burn burnables if the box is near full. We like to save some of this for guests that want to start a fire in the fire pit.
  - h. Take out the Trash - do this after inside trashes are emptied.
  - i. Burn the burnable trash in the fire pit outside near the kitchen if the burnables box is more than 1 foot full. Matches are in the shop and the pantry
  - j. Verify that the shop computer and amp are set properly and working.
  - k. Ensure folding chairs on the deck are hung up where they belong.
2. Kitchen
- a. If it needs it, clean the stove and oven by putting the stove parts into the oven and using the self-clean feature of the oven to clean both. It works best if you scrub dirty stove parts with soap and water first. If the oven parts are not very bad you can just scrub them with baking soda. The self-clean cycle takes 5 hours so this needs to be done ASAP and when the guests arrive you can take out the oven parts, wipe them off and put back in place.
  - b. The kitchen fridge and freezer need to be emptied except for common condiments such as Catsup, Mustard, Mayo, and maybe spicy mustard. These can be placed into the chest freezer in the laundry room or the fridge and freezer in the shop. If the next guest is staying over 2 weeks and wishes, we clear out the chest freezer in the laundry room and move it to the freezer downstairs and the chest freezer in the shop. I will let the team leader know if this is the case.
  - c. Put all dirty dishes into the dishwasher and wash them. If there are just a few, wash by hand.
  - d. Inspect all cabinets and drawers. Place mis-placed items where they go. You can consult the inventory pictures to jog your memory. Note any missing or damaged items.
  - e. Wipe down all counters, window sills, top of fridge and cabinets.
  - f. Ensure wok and griddle are where they go on top of the cabinet over the micro-wave.
  - g. Clean the micro-wave oven if needed.

- h. Sweep and mop the kitchen and dining room floors.
  - i. Clear out any food in the freezer or fridge and put into the fridge/freezer in the shop. Leave basic condiments only.
  - j. Wipe down or wash the fridge and freezer including drawers as needed.
  - k. Check that coffee maker is clean and put away.
3. Laundry
- a. Gather all used bedding and towels from all the bathrooms and bedrooms.
  - b. Wash all linens and towels in COLD water. Start this right away as it may take as many as 4 loads to do everything so the dryer needs to be running continuously.
  - c. Place clean linens into appropriate bedrooms or in linen closets. The upstairs linen closet just holds twin bedding. The MB dresser holds Cal-King sized bedding and the downstairs linen closet holds King sized bedding and any extra twin or queen bedding.
  - d. Wipe down counters, ensure chest freezer hasn't been robbed, check paper products for restocking, sweep and mop floor.
4. Beds
- a. As soon as bedding is done, make each bed that was slept in.
5. Bathrooms:
- a. Clean toilets. Use pumice stone for rings. Wipe down all toilet surfaces.
  - b. Check TP – the basket on toilet should have a second roll and there should be at least 3 rolls under the sinks.
  - c. Clean tub/shower.
  - d. Ensure there is sufficient hand cleaner, soap, shampoo, and body wash.
  - e. Wipe down counters.
  - f. Windows should be closed and sills wiped.
  - g. Mop or sweep floors if needed.
  - h. Wash shower curtains if needed.
  - i. Ensure shower heads work and aren't leaking.
  - j. Scrub tub walls and ceilings as needed.
  - k. Ensure non-private drawers are empty.
  - l. Ensure private stuff in private areas is all there.
6. Watering:
- a. Water all plants including herbs in kitchen and plants over cupboards in Kitchen.
  - b. Pull off any babies from the spider plants.
7. Vacuuming:
- a. This should be done near last.
  - b. Vacuum all floors and window sills of bugs and dirt.
  - c. Dust all horizontal surfaces
  - d. Wipe off outside tables and window sills as needed.
8. Guest greeting
- a. This part I will generally do myself but if I cannot be there, here is what's involved:

- i. The team leader will have access to the guest log which should list who is arriving and show how much they owe. This is an excel spreadsheet and will be stored on google docs.
- ii. When the guests arrive, show them around the house, the pool and hot tub, where the pool toys are and how to operate the sound system in the shop.
- iii. Collect the security deposit and remaining rent needed from the guests in cash. Checks might not clear so that is not acceptable.
- iv. The guest contracts need to be printed up on the printer in the master bedroom and the guests need to sign at least the rental agreement. If the entire party is there, have them sign the waiver as well and take these signed pages and place them in the top-right drawer in the master bedroom. (Right of the north facing window). If the guests have not yet all arrived, just leave the waiver signature pages with the guests and it can be collected when they leave.
- v. Make sure the guests know that check-out time is at 12 noon and to let me know (by calling 208-301-8615 or emailing [lifewaterranch@gmail.com](mailto:lifewaterranch@gmail.com)) if they plan to leave sooner, especially if there is a guest arriving soon after they leave.
- vi. Lock the pantry door before leaving if the guest is not a long-term guest in which case the pantry should be emptied and placed into boxes in the shop.