



breezeway



Pre-Hurricane Inspection Checklist

Disaster Prep Guide for Short-Term Rentals

Pre-Hurricane Inspection Checklist

Extreme weather and climate events have become more frequent in recent years, increasing the recurrence and severity of hurricanes, monsoons, wildfires, droughts, heat waves, and other forms of natural disasters. Inclement weather creates additional operational challenges for property managers and hospitality operators; from property care preparation and recovery, to client safety and communication.

Managers have a responsibility to protect their homeowner's assets and guests during hurricane season. Even more paramount for those in high-risk markets, managers should implement operational programs and protocols to safeguard against damage and keep in-house guests comfortable and prepared. Of course, your pre-hurricane preparation may vary if the property will be occupied during the storm.

Based on a review of more than one thousand inspection checklists from leading vacation rental managers and hospitality operators on Breezeway's platform, and resources from the Environmental Protection Agency, we've compiled this inspection guide for 'Hurricane Preparation'. For more detailed guidance on post-hurricane inspections, general property inspections, or safety and preventative maintenance, please contact us.



General

3 Requirements

- Plan and communicate any operational changes with teams
- Designate a staff member to monitor weather conditions
- Set emergency team/rotation staff to be available for urgent work
- Review evacuation plan and communication protocols for the following:
- Incoming guests or guests with upcoming arrivals
- In-house guests
- Homeowners
- Staff and service partners
- Reach out to travel insurance partners to confirm coverage terms



Electrical/Mechanical

5 Requirements

- Turn off thermostats
- Turn main power off at breaker panel
- Unplug electronics and appliances
- Kitchen appliances
- TVs and media center

- Test sump pumps and drains

- If there is a back-up generator, make sure it is prepared

- Confirm the generator is hooked up, and functions correctly

- Identify the main breaker, and test the transfer switch

- Has the generator been filled with fuel?

- Is there extra fuel available?



Exterior

9 Requirements

- Ensure address markers and signage are secure

- Trim or remove any large trees or shrubs that could cause damage

- Cover and secure garbage containers

- Move in any outdoor furniture, grills, lighting, or other equipment

- Secure hot tub and pool covers with straps or reinforcements

- Turn any picnic tables or immovable furniture upside down

- Take inventory of all items left outside

- Inspect roof and remove any debris

- Check roof flashings, coverings, drains, and gutters

- Replace any loose tiles

- Check for leaks

- Install hurricane shutters/plywood on windows, doors and any other glass

- Securely lock all exterior doors and windows

- Are there sandbags available in case of storm-related flooding?

- Ensure vehicles are securely parked at 'high-ground'



Interior

6 Requirements

- Make sure the following information is prominently displayed (if guests are present)

- Emergency contact information

- Location of fire extinguisher

- Location of first-aid kit

- Location of electrical panel

- Confirm property is stocked with emergency supplies (if guests are present)

- Bottled water

- Batteries

- Flashlights

- First-aid kit
- Power bank chargers
- Lights (battery/solar-powered)
- Matches (stored in waterproof container)
- Clock (battery powered)
- AM/FM radio

- Create a room-by-room inventory list
- Store important documents in waterproof containers
- Move all furniture away from windows
- Close and lock all interior windows and doors
 - Ensure all blinds are closed
 - Close storm and screen doors tightly

About Breezeway

Breezeway's property operations platform helps coordinate, communicate, and verify detailed work at properties, and deliver the best service experience. Breezeway's software and mobile apps have facilitated over 3M property tasks across 80+ million square feet, and help hundreds of short-term rental operators and hospitality professionals meet detailed service standards.

Combining deep learning technology, robust property data, smart messaging, and mobile-first task management, Breezeway is bringing service optimization to the property management space. Created by the founder of FlipKey (acquired by TripAdvisor), the Breezeway team is building the future of property care and service.