

HappiTails Check List for Sitters:

House / Security

Burglar alarm (instruction /codes / contact tel.)

.....

Plants (indoors / patio / greenhouse) to be watered:

.....

Who may come to the house and when?

.....

Cleaner? (Yes / No / Who / When?)

.....Tel.....

Gardener? (Yes / No / Who / When?)

.....Tel.....

Contacts: Family / Friend / Neighbour:

.....Tel.....

Emergency Contact:

.....Tel.....

Holiday Address and Phone Number:

.....Tel.....

Local doctor / surgery:

.....Tel.....

Hot water / Central heating (instructions / where?)

.....

Plumber..... Electrician

Find stopcock Fuse box.....

Milk Newspapers

Other deliveries

Rubbish / recycling instructions:

.....

Other collections (What / When Who?)

.....

N.B. If there is a safe we would respectfully ask clients to lock it and the key be kept with them.

Is there any post that needs forwarding (Yes / No / Which to where?)

.....

Washing machine (where /notes)

.....

Freezer (Where / which sitter can use?)

.....

Spare key / where / with who?

.....

Storm equipment (torches, candles, backup cooking equipment)

.....

If you have a broadband connection may the sitter use it? Yes / No. If yes, please give access details:

.....

If sitter is using your vehicle please leave a copy of the insurance cover note:

.....

Please note any other details about the house / security that may assist the sitters:

.....

AMIMALS

DOGS

Name..... (M/F) Breed.....Age.... Food.....

Name..... (M/F) Breed.....Age.... Food.....

Name..... (M/F) Breed.....Age.... Food.....

Name..... (M/F) Breed.....Age.... Food.....

Name..... (M/F) Breed.....Age.... Food.....

Are the dogs neutered / spayed / or will they come into season and when?

.....

Also are they GPS chipped?

.....

CATS

Name..... (M/F) Breed.....Age.... Food.....

Name..... (M/F) Breed.....Age.... Food.....

Name..... (M/F) Breed.....Age.... Food.....

Are the cats neutered / spayed / or will they come into season and when?

.....

Also are they GPS chipped?

.....

HORSES

STABLE ROUTINE (Feed and Exercise)

Name.....(M/F) Colour.....Age... a.m.

Name.....(M/F) Colour.....Age... a.m.

Name.....(M/F) Colour.....Age... a.m.

Name.....(M/F) Colour.....Age... a.m.

Notes..... p.m.

