

Outdoor Furniture Storm Relocation & Inventory Plan

Use this plan before a hurricane, tropical storm, severe thunderstorm, tornado threat, or other weather event that could create dangerous winds or damage outdoor furnishings. Complete preparations early enough that employees are not working outdoors once conditions become unsafe.

Goal: Document, count, secure, relocate, and verify outdoor furniture before the storm arrives.

1. Photograph and Document the Property Before Moving Anything

- Assign a team member to photograph each outdoor area.
- Take wide-angle photos showing the normal furniture layout.
- Take additional photos of high-value furniture, cabanas, shade structures, and other significant items.
- Photograph any existing damage before moving furniture.
- Divide the property into identifiable zones (for example: Pool Deck A, Main Patio, Restaurant Patio, Building 2 Balcony, Waterpark Cabana Area).
- Record the starting quantity of furniture in each zone.
- Save photographs in a folder identified by property, location, and date.
- Do not rely on memory when documenting inventory.

2. Establish a Secure Storage and Relocation Area

- Identify enclosed storage buildings, warehouses, maintenance facilities, interior rooms, or other approved protected areas.
- Keep evacuation routes, emergency exits, fire equipment, electrical panels, mechanical equipment, and required access areas unobstructed.
- Do not create furniture stacks where they could fall, shift, block access, or create another hazard.

3. Furniture Relocation Instructions

Chaise Lounges

- Count all chaise lounges before moving them.
- Remove loose cushions or accessories.
- Move chaises to the designated protected storage area.
- Stack only models designed to be stacked; avoid excessively tall or unstable stacks.
- Photograph the completed storage arrangement.

Dining Chairs

- Count chairs by location and remove cushions when applicable.
- Stack chairs only when designed for stacking.
- Move non-stacking chairs into the designated secure area.
- Keep chair stacks stable and organized by type when practical.

Dining Tables

- Remove umbrellas, accessories, tabletop displays, and other loose items.
- Move portable tables indoors or to the designated secure storage location when practical.
- Do not drag tables in a way that could damage frames, glides, or surfaces.
- Keep matching tables and chairs grouped when possible.

Umbrellas

- Close each umbrella completely.

- Remove umbrellas from tables and bases when possible.
- Never leave an umbrella open during storm preparation.
- Move umbrellas into an enclosed storage area and organize them by size or property zone.
- Inspect for damaged ribs, poles, or canopies while handling them.

Cabanas

- Remove loose cushions, pillows, curtains, accessories, and furnishings.
- Secure or remove curtains and fabric panels according to the cabana's design.
- Remove other detachable components that could become airborne.
- Follow the cabana manufacturer's storm-preparation instructions.
- Do not assume a permanent or heavy cabana is designed to withstand severe storm winds.
- Photograph the cabana after preparations are complete.

Trash Receptacles

- Empty receptacles before relocation and remove liners and loose accessories.
- Move portable receptacles into the designated protected area.
- Check lids, doors, ash trays, and other detachable components.
- For permanently mounted units, verify components cannot become loose.

Benches

- Move portable benches into protected storage when practical.
- Inspect surface-mounted or permanently installed benches.
- Verify visible mounting hardware appears secure.
- Remove detachable accessories and photograph permanent benches that will remain outside.

Side Tables

- Move portable side tables indoors.
- Keep tables organized with their corresponding furniture collection when practical.
- Stack only models specifically designed for stacking.
- Record the number moved from each area.

Cushions

- Remove all cushions from outdoor furniture.
- Make sure cushions are reasonably dry before long-term enclosed storage whenever conditions permit.
- Place cushions in a dry, protected area and organize them by furniture type or property zone.
- Do not leave cushions outdoors simply because they are made with outdoor fabric.

Planters

- Evaluate planters based on size, weight, material, and location.
- Move small and lightweight planters into protected storage.
- Remove loose decorative items and relocate movable planters away from exposed areas when appropriate.
- Do not attempt to move extremely heavy planters without suitable equipment and trained personnel.
- Photograph large planters that will remain in place.

Picnic Tables

- Move portable picnic tables to an approved protected location when practical.
- Verify permanently mounted tables remain securely anchored.

- Remove umbrellas and all loose tabletop items.
- Do not relocate extremely heavy tables without appropriate equipment.
- Photograph tables that will remain outdoors.

Umbrella Bases

- Remove umbrellas from bases first.
- Count bases separately from umbrellas.
- Move portable bases into protected storage when practical.
- Use carts or material-handling equipment for heavy bases.
- Do not assume a heavy umbrella base makes an installed umbrella safe during severe winds.

Shade Structures

- Follow the structure manufacturer's storm and wind instructions.
- Remove detachable fabric canopies or panels when recommended by the manufacturer.
- Inspect mounting points and visible hardware.
- Remove loose accessories from beneath and around the structure.
- Photograph the structure before the storm.
- Do not dismantle permanent structures unless instructed by the manufacturer or an appropriate professional.

Signage

- Bring portable signs, sandwich boards, menu boards, directional signs, and promotional displays indoors.
- Remove temporary banners and flags when appropriate.
- Check permanent signs for visibly loose components.
- Store signs together so they can be returned to their proper locations.

Balcony Furniture

- Remove chairs, tables, ottomans, cushions, planters, and other movable objects from balconies.
- Bring lightweight decorative objects indoors.
- Check every guest-room, condominium, restaurant, or common-area balcony included in the preparation plan.
- Mark each balcony as cleared after inspection.
- Conduct a final balcony sweep before preparations are considered complete.

Adirondack Chairs

- Count chairs before relocation.
- Move portable chairs into protected storage.
- Do not stack chairs unless the model is specifically designed for stacking.
- Keep chairs grouped by their original property location when practical.

Outdoor Bar Supplies

- Remove glassware, bottles, menus, napkin holders, utensils, decorations, and countertop accessories.
- Secure or relocate portable equipment.
- Empty exterior shelving and countertops.
- Close and secure cabinets and storage compartments.
- Remove anything lightweight enough to become airborne.

Bar Stools

- Count stools before moving them.

- Move portable stools indoors or into protected storage.
- Stack only stools designed for stacking.
- Keep stools grouped with their corresponding bar or restaurant area.

Towel Racks

- Collect and store all towels.
- Move portable towel racks indoors.
- Inspect permanently installed racks for loose components.
- Remove baskets, bins, signs, and other detachable accessories.

4. Final Property Sweep

- Walk every pool deck, patio, dining area, cabana area, balcony, outdoor bar, entrance, walkway, recreation area, and picnic/park area.
- Look beneath tables and furniture for overlooked items.
- Verify umbrellas and cushions have been removed.
- Confirm lightweight furniture is no longer exposed.
- Photograph each cleared area.
- Photograph storage areas after furniture has been relocated.

5. Final Outdoor Furniture Inventory Count

Complete this inventory after all furniture has been moved or secured. Compare the starting count with the final count and investigate any difference.

Furniture / Item	Starting Count	Final Count	Storage / Secured Area	Notes
Chaise Lounges	_____	_____	_____	_____
Dining Chairs	_____	_____	_____	_____
Dining Tables	_____	_____	_____	_____
Umbrellas	_____	_____	_____	_____
Cabanas	_____	_____	_____	_____
Trash Receptacles	_____	_____	_____	_____
Benches	_____	_____	_____	_____
Side Tables	_____	_____	_____	_____
Cushions	_____	_____	_____	_____
Planters	_____	_____	_____	_____
Picnic Tables	_____	_____	_____	_____
Umbrella Bases	_____	_____	_____	_____
Shade Structures	_____	_____	_____	_____
Signage	_____	_____	_____	_____
Balcony Furniture	_____	_____	_____	_____
Adirondack Chairs	_____	_____	_____	_____
Outdoor Bar Supplies	_____	_____	_____	_____
Bar Stools	_____	_____	_____	_____
Towel Racks	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____

6. Inventory Verification

- Compare the starting inventory with the final secured count.
- Investigate any differences before employees leave the property.
- Record damaged or missing furniture separately.
- Confirm every furniture category has been addressed.
- Verify all storage areas are properly closed or secured.
- Confirm emergency routes and exits remain unobstructed.
- Save the final inventory with the pre-storm photographs.
- Record the names of the employees who completed the inspection.

Final Inventory Verified By: _____

Property / Facility: _____

Storm / Weather Event: _____

Date / Time Completed: _____

Total Items Accounted For: _____

Items Requiring Follow-Up: _____

7. After the Storm

Do not begin moving furniture back outside until facility management determines that conditions are safe.

- Photograph outdoor areas before returning furniture.
- Inspect furniture for storm damage.
- Check frames, hardware, mounting points, tabletops, seats, umbrellas, cabanas, and shade structures.
- Separate damaged furniture from items approved for use.
- Compare the post-storm inventory with the final pre-storm count.
- Return furniture to its documented location using pre-storm photographs as a layout reference.
- Record missing or damaged items.
- Take final photographs after the property has been restored.

Post-Storm Final Count: _____

Damaged Items: _____

Missing Items: _____

Returned to Service By: _____

Date: _____