



Fall Shade Sail Takedown Checklist

Clean, remove, inspect, label, and store your seasonal shade sail system.

IMPORTANT: Shade sails are designed for shade - not snow loads. Remove the sail before snow or ice can accumulate.

BEFORE REMOVAL

- ☐ Schedule removal before the first snow or ice event.
- ☐ Choose a calm, dry day and arrange enough help to control the sail safely.
- ☐ Photograph every corner, fitting, and tensioning assembly.
- ☐ Label each sail with the project name, sail number, and orientation.
- ☐ Mark attachment points and corner designations; record each turnbuckle setting.
- ☐ Prepare labeled containers for removable hardware.
- ☐ Clear the work area and prepare safe access equipment.

CLEAN BEFORE STORAGE

- ☐ Remove leaves, branches, dirt, and loose debris with a soft brush or gentle rinse.
- ☐ Wash with clean water and mild soap using a soft brush, sponge, or cloth.
- ☐ Rinse thoroughly and allow the sail to dry completely.
- ☐ Follow the fabric manufacturer's cleaning and warranty instructions.

DURING REMOVAL

- ☐ Release tension gradually and evenly while controlling the remaining load.
- ☐ Do not fully release one highly tensioned corner at once.
- ☐ Support the sail; do not allow it to fall, drag, or catch on hardware.
- ☐ Keep each sail's hardware together in its labeled container.
- ☐ Inspect and document damage to fabric, seams, cables, corners, and fittings.

WINTER STORAGE

- ☐ Confirm the sail is completely clean and dry.
- ☐ Roll or loosely fold it without severe creases.
- ☐ Use a protective container that will not trap moisture; never seal a damp sail.
- ☐ Store dry, off the floor if possible, away from rodents, chemicals, and sharp objects.
- ☐ Do not stack heavy objects on the sail; keep labeled hardware with it.

STRUCTURE AND HARDWARE

- ☐ Inspect exposed posts, brackets, foundations, and welds.
- ☐ Check for corrosion or coating damage and address it before it spreads.
- ☐ Secure loose cables and fittings; keep threads and tensioning parts clean.
- ☐ Store removable hardware dry and schedule repairs before spring.

PROFESSIONAL SERVICE IS RECOMMENDED for large or elevated sails, moved posts, damaged fabric, seized or corroded hardware, missing labels, or work requiring lifts or fall-protection equipment.