

**PARK AVENUE UNIT 253:
INVENTORY OF FURNISHINGS & CHECKLIST**

FIRST FLOOR

Atrium & W/D Closet

Hallway

Iron Coat Rack
Print

*W/D lent filter cleaned no clothes left.
Coat Rack not loose.*

Please turn on/off lights; check for burnout's.

Dining Room Furnishings

Pine Dining Table + 6 chairs
Runner on table
2 Candlesticks
Potpourri Bowl
Chandelier
Print

Corner Window closed.

Check Cleanliness.

*Items should be accounted for and organized.
The Cordles & Floor Vacs should not be full.*

Downstairs Hall Closet

Electric Vacuum - Hoover
Brooms (1) &
Dust Pan & Brush,
Plunger
Mop & 2 Bucket
Iron Board & Iron -
Stepladder

Humidifiers: *in Closet Dec. - Feb.,
occasionally cleaned, otherwise empty & stored.*

Downstairs Bath

Assorted Knick Knacks

Use all light switches in hallway; check for burnout's

Clean. Extra items in Vanity

Kitchen

Phone
Basket
Framed Prints (2)
Hanging Basket
Sunflower Hook
Fire Extinguisher
Trash Can

*Floors, Counters, sink & disposal cleaned.
Range cleaned: only using smooth top cleaner.
Refrigerator should be clean, door solidly closed.
Dishes & Silverware Drawer for 6;
Utensil & Flatware Drawers: checked & organized
Check Pots & Pans.*

Check carpets for stains;
use Spot Remover if needed

Living Room

Hanging Parot & Red Chilies
Bar Stools (Set of 4 w/ iron backs)
Sleeper & Sofa w/ 7 pillows
Large Chair
Prints (2) & Fish
Wreath & Mirror
Wrought Iron Table & Standing Lamps
Pine Coffee Table; w/ rising top /
Pine Entertainment Center
Wicker Basket & Indian walking stick
Blue pot
Wooden cat & rug runner & vase
Silver & Green Boxes on Ent. Center (3)
Boat Bookcase with Copper Sides & Paperbacks
Silk Plant, Fish Basket & Rod on Stairs Landing
Hand Carved Bear with Fishing Rod on Hearth
Check Carpet for cleanliness, burnouts & wood.

***Thermostat should be 60F Night & 70F;
Less in off season.***
All pillows, throw blanket accounted for.

*Carpet in front of fireplace, runner in front of TV.
A14 remote controls on coffee table; table not loose.
Stereo & TV working and turned off.*

*Coasters on both end tables; phone OK.
Check sleeper sofa for clean sheets.
Fireplace. Doors Closed.*

Be sure all furniture glass top surfaces are clean.

Account for knick-knacks & place in proper places.

**PARK AVENUE UNIT 253:
INVENTORY OF FURNISHINGS & CHECKLIST (Continued)**

SECOND FLOOR - Inventory

Atrium Bedroom

Large Pine Dresser - & Runner
2 night stands, 2 Iron Bear Lamps & print
TV, remote, clock & Standing Lamp
King Bed with Pine / Iron Headboard
3 pillows, 3 European shams & 1 Std Sham
Bedsread, Bedskirt & Blankets (2)

Test light switches.

Inventory Items,

TV & clock radio; phone Ok, time correct

Outside window closed

No Stains on Bedsreads / Pillows

2 Rugs, 2 trash baskets
Soap Dish, Glass & Paper Basket in Bath
Tile Mirror & Prints (2)
Toilet Brush & Plunger in Bath

Bath & Shower Clean

Extra items in Vanity

Master Suite

Queen Bed w/ Pine Headboard & Twin Bed
Bedskirts (2), Bedsreads (2), Blankets (2)
Std & King Shams (2ea) & Pillow (2)
Pillows: Reg. (5) & Extra Blankets (2)
Dresser w/ Lamp & Mirror
Smaller Dresser w/ Lamp & Print
Wreath & Window Paned Mirror & Sm. Lamp
Night Stand with Lamp, Clock & Chair
TV & Remote (See Electronics)

Test light switches

Dresser Lt. Should turn on from Wall

TV & clock radio; phone Ok, time correct

Outside window closed

No Bed & Pillow Stains/ Clean Sheets

Bath Soap Dish, Glass, Basket, Plunger, & Brush
2 Area rugs & Ski Rack & Fan

Bath Clean

Extra Items in Vanity.

Check Porch for cleanliness

Outside Patio

Gas Grill
Entrance Mats

Check Patio for Cleanliness

Gas Grill Off

Return any extra keys.

SEASONAL ITEMS

Winter

Please be sure atrium & front doors are locked

Summer

*Pillows placed nicely and items accounted for.
Stereo, TV & clock radios working & off; time OK.*

Contact me if any damages or missing items.

Ried's phone: 1-888-332-8266.

cell: 1-310-628-8800.

Window closed, Doors closed & locked.

Pillow & Blanket should be in coffee table. closet.

TV & clock radio off; time correct.

Phone working.

Lights working from entrance, and off.