

Recommended Inventory for Rental Units at Greenfield Village Resort

General

- ___ Vacuum Cleaner w/supply of bags
- ___ Iron
- ___ Ironing Board
- ___ Smoke Detector and fire extinguisher
- ___ Complete set of bedding for sofa sleeper, if applicable
(mattress pad, pillows, sheets, blanket)
- ___ Broom & Dust Pan
- ___ Mop & Bucket
- ___ Outdoor Table & 4 chairs
- ___ Extra supply of light bulbs and air filters
- ___ BBQ

Bedroom

- ___ Bedspread or comforter
- ___ 2 sets of matching sheets & pillow cases
- ___ 1 Mattress Pad
- ___ 2 Pillows
- ___ 2 Blankets
- ___ 20 to 30 hangers
- ___ 2 Extra NEW pillows in closet

Bathroom

- ___ Bath Towels (6)
- ___ Bath Hand Towels (6)
- ___ Bath Wash Cloths (6)
- ___ Beach Towels for pool (2)
- ___ Plunger
- ___ Roll of toilet paper and bar soap
- ___ Toilet Brush & Holder

Highly Recommended:

- Small container of dish soap
- Windex, paper towels
- All-purpose cleaner to get started

Kitchen

- ___ Baking Pans – Cookie Sheet, Cake Pan, Pie tins, loaf pan
- ___ Bottle Opener
- ___ Broiler Pan w/grate
- ___ Can Opener
- ___ 2 Casserole Dishes w/lid
- ___ Large baking dish (9"X13")
- ___ Coffee Maker (holds at least 6 cups of coffee)
- ___ Coffee Cups (6)
- ___ Colander
- ___ Cooking spoons, spatulas, tongs, peeler, wisk
- ___ Cork Screw or wine opener
- ___ Cutting Board-NOT WOODEN
- ___ Dinnerware – service for 6-8 persons
- ___ Flatware – service for 6-8 persons
- ___ Glassware (6)
- ___ Grater
- ___ Hand Mixer
- ___ Hot Pads (3)
- ___ 2- Ice trays *(unless there is an ice maker)*
- ___ Juice Glasses
- ___ Kitchen Dish Towels (6)
- ___ Kitchen Dish Cloths (6)
- ___ Knives-steak
- ___ Knives-assorted sizes
- ___ Measuring cups set
- ___ Measuring spoon set
- ___ Mixing Bowls
- ___ Paper Towel Holder
- ___ Pitcher *(for tea, juice, ice water)*
- ___ Place Mats (6) or Table Cloth
- ___ Plastic containers w/lids for leftovers *(at least 6)*
- ___ Pots & Pans w/lids (good condition) in assorted sizes
(at least 2 sauce pans, large kettle, 2 skillets w/ lids)
- ___ Roasting pan or dish
- ___ Salt & Pepper Shakers
- ___ Tea Kettle
- ___ Toaster
- ___ Waste basket
- ___ Wine Glasses (6)
- ___ Optional equipment: *(rolling pin, ice bucket, & juicer)*

Good idea for everything to be in good, clean condition and in good working order and that linens are free of rips, tears, and in good condition.

Checklist when Opening Park Models

(this list is highly recommended)

____ Turn on water and power, confirming that there are no leaks and power is working correctly.

____ Remove and store all window coverings and remove any sheets off the furniture. Panels can be stored in the shed or under unit. Also place all owner's personal items (clothes, shoes, etc) in a box and store

____ Wash down all woodwork, paneling and cabinetry (Murphy's Oil Soap works best)

____ Clean all blinds and wash all interior windows and clean all tracks for windows and sliding door. Vacuum all curtains, furniture and lamp shades. **Report any items that require additional/professional cleaning.**

____ Set up any patio furniture (usually stored in shed or AZ room) and clean

____ Run the washer/dryer and dishwasher, when applicable, to make sure working correctly. Report any problems found.

____ Clean and organize the shed, when applicable. Sweep the floor and wipe down all surfaces.

____ Completely clean the bath. Cleaning floor, tub/shower, light fixtures, stool, sink and mirrors. Organize cabinets, wipe out cabinets and drawers, organize towels (checking for any worn or frayed towels). Shine all faucets and shower fixtures. Remove all used soaps/lotions.

____ Completely clean kitchen. Clean refrigerator, stove top/oven, microwave, and any small appliances. Clean out drawers and pantry, organizing/cleaning all. Clean all dishes, pots/pans, silverware. Report anything in need of replacing. Throw away and open food items.

____ If applicable, vacuum and wash upper display areas/pot shelving

____ Clean overhead glass light shades and blades on all ceiling fans blades

____ Vacuum and turn mattress. Place clean mattress pad on bed. Place clean folded sheet on top of bed to ensure clean sheets for Tenant. Check all pillows for cleanliness and all sheets for signs of wear.

_____ Open sofa bed, vacuum and make up with CLEAN mattress pad. Make sure there are clean sheets available for sofa bed. Check to make sure there are pillows (clean) for this bed as well.

_____ Make sure there is a set of NEW pillows in closet.

_____ Change out air filter (usually stored in the shed), replace batteries in all TV remotes and in smoke alarms.

_____ Sweep any patio areas (front and back) plus driveway.

_____ Perform one last, thorough inspection before locking the door.