

**PARK AVENUE UNIT 254:  
INVENTORY OF FURNISHINGS & CHECKLIST**

**FIRST FLOOR**

**Atrium & W/D Closet**

Hot Tub & Cover  
Chair &/or Small Table, Thermometer Stick  
Snow shovel, Shoe Wiper  
**Front Closet:** W/D

**Entrance & Kitchen**

Pine Bench  
3 bar stools with backs and swivel seats  
Coat Rack with Bear - Moose/ Plant & Decoy  
Cordless phone, Directories, Greeting, Guest Bk.  
Boot & Glove Dryer  
4-season picture / Wood Napkin Holder  
Basket-Silk Fern over Frig. + 2 Wicker Baskets  
Kitchen & regular wastebaskets  
Cork Hot Pads (3) / 12+ Place Mats / Table Cover  
Area rugs; 2 at entrance, 1 in hall, 1 at sink  
Appliance Instructions in Counter Drawer  
(See Lists A: Kitchen Inventory & B: Appliances)

**Downstairs Hall Closet**

Electric Vacuum - Hoover / Flashlight  
Dirt Devil Cordless & Bissel Spot Remover  
Brooms (2) & Dust Pan & Brush, Plunger  
Mop & 2 Buckets w/ gloves, Window Cleaner  
Iron Board & Iron - Proctor Silex  
Blankets (2) & Bed Spreads (2) & Pillow  
Fire Extinguisher / 2 Humidifiers (Holmes)

**Downstairs Bath**

Moose Wreath, Rug & Vase/Dried Flowers  
Soap Dish / Glass / Wicker Basket, Brush

**Living / Dining Room Furnishings**

Pine Dining Table + 6 chairs  
Glass Vase with Dried Flowers on table  
Sleeper & Sofa (InterMt.) w/ 7 pillows (velvet/print)  
11' Silk Fichus Tree & Green Throw Blanket  
Pine End Tables (2) with glass covers  
300 White Lights in Tree, Talking Fish, Phone  
Wrought Iron Lamps / Bear & Moose Shades (2)  
Pine Coffee Table; w/ rising top / glass cover  
Cork Coasters (6 tan, 6 white 4 plastic rims),  
Pine Entertainment Center (Brownwood 1932-33)  
Wicker Basket Kilan Rug (3' x ear 5') above TV  
Wreath of Dried Flowers over fireplace  
Brass Fireplace Duck Set 4-piece & Grate  
Plastic & Fabric Runners at fireplace / Fr. Doors

**Living Room Knick Knacks**

Fire Lighter / Gas Fire starter Knob  
Decoy on stand / Basket w/ 4 Remotes  
Moose & Bear with skinny legs (2)  
Grayish & Tan Vases (2)  
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 Carport for cleanliness, burnouts & wood.*

***Hot tub clean, LCD says 103+/-, water level OK.**  
No ice problem around tub; No icicles from roof.  
W/D lent filter cleaned. W/D clean & no clothes left.*

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

*Corner Window closed.  
Bar Stools - not faded, bottoms not scratching floor.  
Coat Rack not loose.  
Have Guest Book, Greetings, visible; Phone working.  
Unplug Boot Dryer; Instructions for it & HotTub near  
Floors, Counters, sink & disposal cleaned.  
**Range cleaned:** only using smooth top cleaner.  
Refrigerator should be clean, door solidly closed.  
**Silverware Drawer for 12; including 2pr. Lockout  
Utensil & Flatware Drawers: checked & organized**  
Check Pots & Pans. Fax must have paper.  
**Dishes for 10; Glasses for 12; 4 pine cone glasses**  
Place flower dishes/ glasses on Stairs, take to Lockout*

*Items should be accounted for and organized.  
The Dirt Devil should not be full.*

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

*Check carpets for stains; use Spot Remover if needed.*

*Check Cleanliness. Some large towels in vanity.  
Lock Owner's under stair closet if needed w/ key.*

*Use all light switches in hallway; check for burnout's.  
Light switches should turn on Tree Lights, Lamps, FP.  
**Thermostat should be 68-72F; Less in off season.***

*Lock Owner's pantry closet if needed.*

*All pillows, throw blanket accounted for.*

*5 DR chairs at table; chair w/ cushion at Ent. Center.*

*Carpet in front of fireplace, runner in front of TV.*

*All 4 remote controls on coffee table; table not loose.*

***Stereo & TV working and turned off.***

*Check Videos & C/Ds under TV (Also see Lockout).*

*Check games under TV, or end table.*

*Cork Coasters on both end tables; phone OK.*

*Check sleeper sofa for clean sheets.*

***Fireplace.** Cleaned, Gas off, **Grate against back** to rt  
Doors Closed. Grill & FP Tip/frame- top of Mantle.*

***Be sure all furniture glass top surfaces are clean.***

*Account for knick-knacks & place in proper places.*

**PARK AVENUE UNIT 254:  
INVENTORY OF FURNISHINGS & CHECKLIST (Continued)**

**Outside Patio**

Log Rack & Cover  
Weber Charcoal Grill  
Plastic Green Chairs (5) / Entrance Mat

*If wood is needed on the patio, request it.  
If grill moved, please return. Check for grill starter.  
Should be 6 chairs + sm. table, including atrium.  
Lock patio door & screens.*

**SECOND FLOOR - Inventory**

**Master Suite**

Queen Bed w/ Headboard & Nightstand  
Twin Bed, 9+ Pillows  
Blankets (4) plus Bedspreads (2)  
Drop Leaf Table and 2 Chairs; 1 Chair outside  
Ski Picture, Skier 2-switch plate, Wall Ski Rack  
Swing Arm Lamp with Paper Shade, Chair on Porch  
Welcome to the Cabin plaque & Framed Tips  
Kitchenette: Microwave, Frig, Sink, Dishware  
Bath Soap Dish, Glass, Basket, Plunger, Brush  
Tan area rugs at entrance & bath / dishware / Videos  
TV / VCR / Stereo / Speakers / (See Electronics)  
Microwave, Frig., Disposal (See Appliances)  
Iron, Board, Broom & Dust Pan in Closet

*Bring necessary Glasses/Dishes/Flatware upstairs*

*Hall Closet Switch **Down** (NOT Off or Up in Winter)  
Pillows placed nicely and items accounted for.  
Stereo, TV & clock radios working & off; time OK.  
Phone not off hook.  
Waste basket under sink empty; sink/disposal clean.  
Under TV Frig. on setting between 2 & 3.  
Clean flatware and knives in Kitchenette drawer.  
Flower Dishes & plain Glasses; not downstairs style.  
Take extra CDs/Videos/tapes & dishware downstairs  
**Electric Radiator bet. Doors in winter, unplugged.**  
Check Porch for chair(s) & cleanliness, firewood(?).  
**Window closed, Doors closed & locked.***

**Small Middle Bedroom**

Queen Bed with Pine Headboard, 4+ pillows  
Bedspread (1) & Regular Pillows (2)  
2 pillows w/ wood buttons & 1 sham  
Large Pine Dresser & Runner with ferns and leaves  
2 White base Lamps  
Silk Plants & Crafts Lamp on ledge  
Stepladder, Pillow (1) & Blankets (2) in closet  
Framed Dried Flowers (2) & Floral Antler in Bath  
Soap Dish, Glass & Paper Basket in Bath  
Toilet Brush & Plunger in Bath

*Inventory Items; Bath & Shower clean.*

*Pillow, Blanket & Stepladder should be in closet.  
TV & clock radio off; time correct.  
Phone working.  
Blinds working not tangled.  
Window closed.*

*Lights working from entrance, and off.*

**Loft Bedroom**

Queen & Twin Beds, 5+ pillows  
Blankets (6) plus Bedspreads (2)  
Pine Dresser + mirror & Night stand  
Brass Lamp -formerly in small bedroom (1)  
Silk plant in basket above hall closet  
Boat Soap dish, basket & cup / Nightlight  
Hair Dryer ConAir Wall Mount above Vanity  
Cabin Shower Curtain / Shower Holder  
Plaque & Paper Basket with Painted Scene in Bath

*Test light switches; hall lt. affected by bed switch.  
Inventory Items, Bath & Shower Clean*

*Outside window closed.  
Hexagon window closed  
Blinds extended, mostly closed.  
TV & clock radio; phone Ok, time correct.*

*Check owner's loft and hall closets are locked.  
Return extra CDs/Videos/Glasses/Dishes Downstairs*

**SEASONAL ITEMS**

**Winter**

Log Racks on Patio & Carport / (2) Humidifiers  
Lockout Electric Heater / Snow Shovel in Atrium  
Xmas: Wreath, Pillows, Lights, Garland, 2 Balls  
Xmas: Figures, Tree, Throw, Videos/CDs, Poinsettia

***Please be sure atrium & front doors are locked.**  
Return any extra keys.*

**Summer**

Fans in Mid & Loft Bedrooms, Change Pillows  
Fish on LR End Table/ Basket & Rod on Coat Rack

***Contact me if any damages or missing items.**  
Ried's phone: 1-888-332-8266.  
cell: 1-310-628-8800.*