

Rental Unit Inventory Guidelines

Telephone	1			
Color TV	2	At least 32" with remotes		

<u>Linens:</u>				
Sheet sets	2	For each bed		
Pillow cases	2	For each bed		
Mattress pad	2	For each bed		
Pillows		For each bed - Size to match bed		
Pillow covers		For each pillow		
Blankets		For each bed		
Spreads/Comforters <i>with</i> bedskirts				
**Pillows should be replaced each year				
Bath towels		8 for 2 BR / 12 for 3 BR		
Hand towels	6			
Wash cloths		8 for 2 BR / 12 for 3 BR		
Dish towels	6			
Dish cloths	6			
Hot pads	4			
Cloth bath mats	2			
Rubber bath mat				

<u>Kitchen:</u>				
Small skillet	1	Paring knife	1	
Large skillet/lid	1	Butcher knife	1	
Small saucepan/lid	1	Bread knife	1	
Medium saucepan/lid	1	Steak knife	1	
Large saucepan/lid	1	Bottle opener	1	
Soup pot/lid	1	Cork screw	1	
Pie plate or tin	1	Kitchen fork	1	
Cookie sheet	1	Spatula	2	
Square pan	1	Slotted spoon	1	
Roasting pan	1	Solid spoon	1	
Pizza pan	1	Ladle	1	
Tray	1	Pizza cutter	1	
Grater	1	Stainless flatware	1	Service for 8
Whisk	1	Dishes	1	Service for 8
Colander	1	Wine glasses	1	Service for 8
Mixing bowl set	1	Juice glasses	1	Service for 8
Pitcher	1	Water glasses	1	Service for 8
Strainer	1	Tea glasses	1	Service for 8
Casserole dish	1	Rocks glasses	1	Service for 8
Salt/Pepper shaker	1	Serving platter	1	
Measuring cups	1	Hand can opener	1	
Measuring spoons	1	Veggie peeler	1	
Tea pot	1	Large salad bowl	2	
Potato peeler	1	Small salad/cereal bowl	8	
Paper towel holder	1	Cutting board	1	
Trash can	1			

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Small Appliances/Items:

Vacuum cleaner	1		<input type="checkbox"/>
Vacuum bags		If needed by housekeeper	<input type="checkbox"/>
Iron	1		<input type="checkbox"/>
Ironing board	1		<input type="checkbox"/>
Electric can opener	1		<input type="checkbox"/>
Toaster	1		<input type="checkbox"/>
Electric mixer	1		<input type="checkbox"/>
Clock	1	In bedroom	<input type="checkbox"/>
Coffee maker	1		<input type="checkbox"/>
Blender	1		<input type="checkbox"/>
Microwave	1		<input type="checkbox"/>
Clock radio	1		<input type="checkbox"/>
Clothes hangers	10	Per closet	<input type="checkbox"/>
Broom	1		<input type="checkbox"/>
Dust pan	1		<input type="checkbox"/>
Mop	1		<input type="checkbox"/>
Mop bucket	1		<input type="checkbox"/>
Laundry basket	1		<input type="checkbox"/>
Trash basket	1	In each bedroom and bathroom	<input type="checkbox"/>

Balcony:

Table	1	<input type="checkbox"/>
Chairs	4	<input type="checkbox"/>