

Russian River Vacation Homes

Home Name: _____
 Inspector: _____

Inventory Checklist

Acct #: _____ -
 Date: _____

Minimum Inventory and Home Specific Item Checklist

Please use this form to count the mandatory items in the house. Over time glasses break, plates chip and towels and linens need replacing. Spring and fall are good times to assess the condition and quantity of items. This form also tracks items specific to each home - making sure unique items are present, where they are located, and if they require signage. As specific items (like boats) are different at each home we want to have details and location on hand as well.

Inventory	Item Present	Location/Condition/Comments
Kitchen Items		
Appliances		
Cooking Range	<input type="checkbox"/>	
Fridge w/ Freezer	<input type="checkbox"/>	
Microwave	<input type="checkbox"/>	
Broiler Pan	<input type="checkbox"/>	
Ice Trays or Maker	<input type="checkbox"/>	
Blender	<input type="checkbox"/>	
Toaster	<input type="checkbox"/>	
Coffee Pot (and filters)	<input type="checkbox"/>	Additional Filters:
Glasses		
	At least 2 of each glass per guest, i.e. Sleeps 8 have 16 of each drinking, wine and coffee mugs.	
Drinking Glasses	<input type="checkbox"/>	
Wine Glasses	<input type="checkbox"/>	
Mugs	<input type="checkbox"/>	
Plastic Drinkware (for outside)	<input type="checkbox"/>	
Plates		
	At least 2 of each item per guest, i.e. Sleeps 8 have 16 of each plate type.	
Dinner Plates	<input type="checkbox"/>	
Salad Plates	<input type="checkbox"/>	
Bowls	<input type="checkbox"/>	
Plastic Plates for Outdoor Use	<input type="checkbox"/>	
Baking Items		
1 Set Measuring Spoons	<input type="checkbox"/>	
1 Set Measuring Cups	<input type="checkbox"/>	
2 Baking/Cookie Sheets	<input type="checkbox"/>	
3 Pyrex/Casserole Pans	<input type="checkbox"/>	Varying sizes.
Pots & Pans		
Small/Med/Large Pots w/ lids	<input type="checkbox"/>	
3 Fry pans	<input type="checkbox"/>	
Colander for Pasta	<input type="checkbox"/>	
Steamer Basket	<input type="checkbox"/>	

Utensils		
Sets of Silverware	<input type="checkbox"/>	At least 2 of each item per guest, i.e. Sleeps 8 have 16 sets of silverware.
Set of Steak Knives	<input type="checkbox"/>	
Set of Sharp Kitchen Knives	<input type="checkbox"/>	
3 Serving Spoons	<input type="checkbox"/>	
3 Spatulas	<input type="checkbox"/>	
Can Opener	<input type="checkbox"/>	
Wine Bottle Opener	<input type="checkbox"/>	
Cheese Grater	<input type="checkbox"/>	
Peeler	<input type="checkbox"/>	
Potato Masher	<input type="checkbox"/>	
Scissors	<input type="checkbox"/>	
Baster	<input type="checkbox"/>	
Miscellaneous Kitchen Items		
Tea Kettle	<input type="checkbox"/>	
Salt & Pepper Shakers	<input type="checkbox"/>	
Misc Spices	<input type="checkbox"/>	
2 Cutting Boards	<input type="checkbox"/>	
Oven Mitts	<input type="checkbox"/>	
Hot Plates/Trivets	<input type="checkbox"/>	
Napkin Holder	<input type="checkbox"/>	
Paper Towel Holder	<input type="checkbox"/>	
Recommended Kitchen Items		
Coffee Grinder	<input type="checkbox"/>	
Extra Glasses	<input type="checkbox"/>	
Ice Cream Scoop	<input type="checkbox"/>	
Salad Tongs	<input type="checkbox"/>	
Bread Basket	<input type="checkbox"/>	
Sugar Bowl	<input type="checkbox"/>	
Table Clothes	<input type="checkbox"/>	
Place Mats	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	
BBQ Related		
BBQ Tools	<input type="checkbox"/>	Fork, Brush, Metal Spatula, Tongs, Grill Brush.
BBQ Lighter	<input type="checkbox"/>	If needed.
2 Propane Tanks	<input type="checkbox"/>	Location of 2 nd Tank:

Living Room Items		
Furniture	An appropriate # for the number of people the home sleeps.	
Dining Table and Chairs	<input type="checkbox"/>	Must seat # of guests the home sleeps.
Couch/es	<input type="checkbox"/>	
Chairs	<input type="checkbox"/>	
Coffee Table	<input type="checkbox"/>	
End Tables	<input type="checkbox"/>	
Lamps	<input type="checkbox"/>	Adequate for reading?
Fireplace/Woodstove		
Fireplace Tools	<input type="checkbox"/>	Min: Poker & shovel. Optional: Brush & Tongs.
Ash Bucket	<input type="checkbox"/>	
Electronics		
	Home Binder includes or printed instructions for operation of TV and related electronics.	
TV	<input type="checkbox"/>	At least basic cable service.
DVD	<input type="checkbox"/>	
Stereo w/ CD Player	<input type="checkbox"/>	
WiFi Equipment	<input type="checkbox"/>	
VCR (optional)	<input type="checkbox"/>	
iPod Dock (optional)	<input type="checkbox"/>	Instructions in Home Binder.
Recommended Living Room Items		
Games	<input type="checkbox"/>	
Books	<input type="checkbox"/>	
Clock	<input type="checkbox"/>	
Area Rugs or Runners	<input type="checkbox"/>	
Coasters	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	
Bathrooms		
Towel Racks, Hangers	<input type="checkbox"/>	
Hair Drier	<input type="checkbox"/>	At least 1 per home.
Bathmats	<input type="checkbox"/>	2 per bathroom.
Shower Curtain (if needed)	<input type="checkbox"/>	Check condition regularly.
Soap Tray or Dispenser	<input type="checkbox"/>	
Plunger	<input type="checkbox"/>	At least 1 per home, but 1 per bathroom is better.
Toilet Brush	<input type="checkbox"/>	
Trash Can	<input type="checkbox"/>	

Linens/Bedding		
Towels	<input type="checkbox"/>	1 Set: bath towel, hand towel, washcloth. 2 sets per # of guests allowed, 1 set remains in linen closet.
Bedding		
		2 sets of each for every bed, 2 nd set for linen closet.
Bed Linens	<input type="checkbox"/>	Top sheet, fitted sheet.
Mattress Pads	<input type="checkbox"/>	
Comforters	<input type="checkbox"/>	
Blankets	<input type="checkbox"/>	
Fulton/Sofa Bed Linens (2 sets per)	<input type="checkbox"/>	
Pillows	<input type="checkbox"/>	Min 2 per bed, 4 is preferred.
Pillowcases	<input type="checkbox"/>	2 per pillow.
Extra blankets	<input type="checkbox"/>	For winter, especially.
Bedrooms		
Furniture		
Night Stands	<input type="checkbox"/>	At each side of beds.
Lamps	<input type="checkbox"/>	One at each side of beds, adequate for reading.
Additional Items		
Dresser	<input type="checkbox"/>	
Hangers	<input type="checkbox"/>	Mix of shirt and pant hangers, not wire hangers.
Clock/Clock Radio	<input type="checkbox"/>	
Waste Basket	<input type="checkbox"/>	
Outdoor Areas		
Furniture		
Outdoor Dining Table	<input type="checkbox"/>	
Outdoor Chairs	<input type="checkbox"/>	To seat # home sleeps.
Maintenance		
Garbage Can	<input type="checkbox"/>	If home sleeps more than 6, must have large can.
Recycling Can	<input type="checkbox"/>	
Broom	<input type="checkbox"/>	
Rake	<input type="checkbox"/>	
Hose	<input type="checkbox"/>	If home has spa, hose must easily reach tub.
Ash Trays	<input type="checkbox"/>	We encourage you to designate a smoking area outside, as it is not allowed in homes.
Optional Outdoor Items		
Lounge Chairs	<input type="checkbox"/>	
Benches	<input type="checkbox"/>	
Sun Umbrella	<input type="checkbox"/>	
Watering Can	<input type="checkbox"/>	
Outdoor Mats	<input type="checkbox"/>	Welcome mat and at other doors.
Green Can	<input type="checkbox"/>	Yard waste and compost.

Additional Items			
Safety/Emergency Items			
Flashlights	<input type="checkbox"/>	Min 2 per home.	
Batteries	<input type="checkbox"/>	Mix of battery types, plus for specific items.	
First Aid Kit	<input type="checkbox"/>		
Smoke Detectors	<input type="checkbox"/>	1 per room.	
Fire Extinguisher	<input type="checkbox"/>	1 per home.	
CO Detector/Alarm	<input type="checkbox"/>	1 per area with heat source.	
Mandatory Misc Items			
Iron/Ironing Board	<input type="checkbox"/>		
Fans	<input type="checkbox"/>		
Cleaning Items			
Broom	<input type="checkbox"/>		
Vacuum	<input type="checkbox"/>		
Mop/Buckets	<input type="checkbox"/>		
Dustpan	<input type="checkbox"/>		
Laundry Hamper	<input type="checkbox"/>		
Non-Mandatory Items			
Extra Heaters in Home	<input type="checkbox"/>	Type:	
Kid Specific Items			
High Chair	<input type="checkbox"/>		
Crib/Port-a-Crib	<input type="checkbox"/>		
Toys/Books/Stuff	<input type="checkbox"/>		
Kid-specific Utensils/plates	<input type="checkbox"/>		
Boats			
Canoe/Kayak/Inflatable	<input type="checkbox"/>	Type:	Location:
Paddles	<input type="checkbox"/>	#:	Location:
Life Vests	<input type="checkbox"/>	#:	Location:
Lock?	<input type="checkbox"/>	Key or Combo:	
Replenishable Items			
Paper Towels			
Facial Tissue (Kleenex)			
Dish Soap			
Dishwasher Detergent		If applicable.	
Garbage Bags (kitchen)			
Garbage Bags (waste baskets throughout house)			
All Purpose Cleaner (non-abrasive)		Simple Green, 409 or similar.	
Laundry Detergent			
Windex (or similar)			
Sponges		Only the non-abrasive kind (blue, not green).	
Hand Soap		If refilling containers in home.	
Light Bulbs		General and for specific fixtures.	
Please provide a large stock of these items in the home. If you cannot, the office will supply them for a fee.			

