

Guest Suite Inventory Checklist – Building 1 Large

ITEM	PRIOR TO CHECK IN	AFTER CHECK OUT	COMMENTS / NOTES
LIVING AREA			
Entertainment center (1)			
Television w/remote's (1)			
Cable Box (1)			
Lamps (2)			
End Tables (1)			
Coffee Table (1)			
Couch (1)			
Chairs (2)			
Floor mat (1)			
Pictures (2)			
KITCHEN			
Coffeemaker (1)			
Microwave (1)			
Toaster (1)			
Garbage Disposal (1)			
Refrigerator (1)			
Dishes-service for 4 (3pieces each)			Regular-4, Salad-4, Bowls-4
Dish rack (1)			
Dish Towels			Towel – (2) Wash Cloth – (2)
Everyday glasses			Regular-4, Small-4
Wine glasses (6)			
Silverware			Teaspoons Spoons (4), Tablespoons (4), Butter Knives (4), Forks (4), Dessert Forks (4), Serving Spoons (2)
Corkscrew (1)			
Can Opener (1)			
Bottle Opener (1)			
Tongs (1)			
Coffee mugs (4)			
Silverware organizer (1)			
Cutting board (1)			
Wastebasket (1)			
Paper towel holder (1)			
Picture (1)			
Pot with flowers (1)			
Small table (1) / Chairs (2)			
Bar Stools (2)			
Outdoor Pub Table & 2 Chairs			

LARGE GUEST SUITE			
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BEDROOM			
Foot Runner (1)			
Full set of Queen Sheets (1)			
Coverlet (1), Pillow Shams (2)			
Mattress pad (1)			
Bed Pillows (4)			
Entertainment center (1)			
Television w/remote (1)			
Cable box (1)			
Lamps (2)			
Chairs (1)			
Pictures (1)			
Alarm Clock (1)			
Nightstands (2)			

BATHROOM			
Towel bars, hooks, & rings			
Wastebasket (1)			
Shower Curtain (1)			
Pictures (1)			
2 Full sets of towels (3 pieces each)			Wash -2, Hand – 2, Bath – 2, Bathmat- 1

Owner / Tenant Signature and Unit #

Inspectors Signature

Inspection Date