MOTEL RESIDENT ROOM CHECKLIST

Please verify that the following items are included in your room and are in working order. You will be responsible for the condition of the room when you check out. If anything on the list is not included or is not in working order, please notify management immediately. Thank you.

1. The kitchen faucet should be properly working with hot and cold water and is securely mounted to the sink.
2. The kitchen sink should be properly draining.
3. The bathroom faucet should be properly working with hot and cold water and is securely mounted to the sink.
4. The bathroom sink should be properly draining.
5. The shower head should be properly secured to the wall and properly functioning.
6. The shower produces hot & cold water and the handles work properly.
7. The shower should be properly draining.
8. The kitchen and bathroom faucets are not leaking.
9. The toilet bowl, seat, and seat cover are secured, and the toilet is properly flushing.
10. The refrigerator is properly functioning and the doors and handles are in working order.
11. The stove and/or hotplate, microwave, coffee maker, and toaster are all properly functioning and the doors, handles, buttons, etc. are in working order.
12. The mattress cover and the box spring cover are clean with no rips or tears.
13. The smoke/CO2 detector is mounted to the wall.
14. The fire extinguisher is mounted to the wall and charged properly.
15. The garbage and trash are removed from the room.
16. There are no pests or bugs in the room, if there are, please notify management immediately.
17. The light fixtures are secured to the wall and in working order.
18. All the cabinet and dresser drawers function properly.

When moving into your room, the following items should be present:

- A shower curtain that is clean and without any rips or tears.
- A clean mattress cover and a clean box spring cover with no rips or tears.
- A smoke/CO2 detector and a fire extinguisher.
- At least one 13-gallon wastebasket with a 13-gallon plastic liner.
- A working TV and remote.
- Wall mounted coat hooks.
- A microwave, a toaster, a coffee maker, and a hotplate.

This document can be found at ErieDriftwoodMotel.com or ParkPlazaMotel.com

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- A bedroom nightstand and/or dresser with a table lamp.
- A living room end table with a table lamp.
- The 1-bedroom units have a kitchen table and two clean chairs without any holes or tears.
- The 1-bedroom units have at least one armchair without any holes or tears.
- A wall mirror without any cracks.
- Clothes hangers.