



Town of Newburgh Lockmaster Cottage Check In List

In order to provide our patrons with a clean and comfortable stay in our cottages, our staff has checked your cottage to make sure the following items are there for your use. If something is missing or broken, please inform our staff so we can correct this situation. Enjoy your stay.

Thank you,
Town of Newburgh

Kitchen

- | | | |
|---|---|---|
| <input type="checkbox"/> Dinner Plates (8) | <input type="checkbox"/> Steak Knives (8) | <input type="checkbox"/> Measuring Cup (1) |
| <input type="checkbox"/> Salad Plates (8) | <input type="checkbox"/> Utensils (6) | <input type="checkbox"/> Hot pads (2) |
| <input type="checkbox"/> Bowls (8) | <input type="checkbox"/> Saucepan (2) | <input type="checkbox"/> Colander (1) |
| <input type="checkbox"/> Mugs (8) | <input type="checkbox"/> Skillets (2) | <input type="checkbox"/> Cutting Boards (2) |
| <input type="checkbox"/> Glasses (8) | <input type="checkbox"/> Pots (1) | <input type="checkbox"/> Dish Drainer (1) |
| <input type="checkbox"/> Forks (16) | <input type="checkbox"/> Mixing Bowls (3) | <input type="checkbox"/> Toaster (1) |
| <input type="checkbox"/> Knives (8) | <input type="checkbox"/> Whisk (1) | <input type="checkbox"/> Coffee Maker (1) |
| <input type="checkbox"/> Spoons (16) | <input type="checkbox"/> Can Opener (1) | <input type="checkbox"/> Microwave (1) |
| <input type="checkbox"/> Utility Knives (3) | <input type="checkbox"/> Cork Screw (1) | <input type="checkbox"/> Dish Towels (5) |

Living Room

- | | |
|------------------------------------|---|
| <input type="checkbox"/> Sofa | <input type="checkbox"/> Cubes (2) |
| <input type="checkbox"/> Cubes (2) | <input type="checkbox"/> End Tables (2) |

Bathrooms

- | | | |
|--|--|---|
| <input type="checkbox"/> Shower Curtain | <input type="checkbox"/> Hand Towels (5) | <input type="checkbox"/> Bath Mats (2) |
| <input type="checkbox"/> Bath Towels (5) | <input type="checkbox"/> Wash Cloths (5) | <input type="checkbox"/> Ironing Board & Iron |

Bedrooms

- | | | |
|---|---|------------------------------------|
| <input type="checkbox"/> Beds (4) | <input type="checkbox"/> Sheets (10) | <input type="checkbox"/> Shams (6) |
| <input type="checkbox"/> Murphy Bed (1) | <input type="checkbox"/> Blankets (5) | <input type="checkbox"/> Cube (1) |
| <input type="checkbox"/> Dressers (3) | <input type="checkbox"/> Comforters (4) | |
| <input type="checkbox"/> End Tables (3) | <input type="checkbox"/> Pillows & Pillow Cases (8) | |

Utility Closet

- | | |
|--|---|
| <input type="checkbox"/> Broom | <input type="checkbox"/> Dust Pan |
| <input type="checkbox"/> Fire Extinguisher | <input type="checkbox"/> Fire Escape Ladder |

Cleaned and checked by: _____ Date: _____