Faculty Housing Vacant Unit Set Up Check List

Exterior	doormat at each entry	**Kitchen**	**Kitchen Linens:**
Each Bedroom	1 new box kleenex		4 dish towels
	1 alarm clock radio		2 dish cloths
	clothes hangers		1 oven mitts
	Bed linens:		2 pot holders
	Mattress cover, sheets,		4-6 placemats
	Sheets		**Dishes and Glassware:**
	Pillowcase		4 sets of dishes per bedroom
	Bedspread		salad plates
	Extra linens:		dinner plates
	2 sets of sheets and pillow case		bowls
	1 additional pillow		coffee mugs
	1 blanket		wine glasses
Each Bathroom	1 new roll of toilet paper on roller		drinking glasses
	1 wastebasket		juice glasses
	1 toilet brush and holder (1 bathroom)		**Utensils:**
	1 new bar of soap		flatware for 4
	1 toilet plunger (1 bathroom)		set of spatulas/large spoons
	shower curtain with rings, if needed		set of measuring cups
	Towels:		set of measuring spoons
	For master bath		pizza slicer
	6 bath towels		hand held whisk
	6 hand towels		peeler
	6 face towels		hand held can opener
	1 bath mat		soup ladle
	For secondary bathroom(s)		**Cookware:**
	4 bath towels		set of casserole dishes **(Houses only)**
	4 hand towels		set of mixing bowls
	4 face towels		set of saucepans w/lids (3)
	1 bath mat		set of skillets
Master Bedroom Closet	1 vacuum (cannister type)*		2 cookie sheets
	1 iron		1 cutting board
	1 ironing board w/cover		cheese grater
	1 emergency bag		colander
Utility Closet	1 sponge mop		steam basket
	1 broom		salt & pepper shaker (matching set)
	1 foxtail broom		blender
	1 dustpan		**Appliances:**
	1 bucket		microwave (except in homes w/wall unit)
Living room	television		toaster (2 slice)
	television stand		knife set with holder
	desk lamps on desk*		trivet (for placing hot pots)
	4 coasters		coffee maker
			teapot
			Other:
			wastebasket
			1 wall clock mounted on wall
			dishrack
			2 ice cube trays (in freezer)
			1 flashlight
			1 paper towel roll
			1 paper towel holder
			1 13 gallon trash bag
			1 silverware organizer
	* not included in Bungalow units		