

WELCOME TO WINDRIDGE

This is an information sheet, of sorts, about the house. Feel free to call if you have any questions! 434-242-4434 is my mobile number between 8am and 8pm please, except if an emergency, of course.

Keys – There are NO keys, instead a code is given to each tenant for the duration of their stay. All exterior doors have a latch on the inside handle and/or a dead bolt. Be careful not to lock yourself out (it's happened before!); the latch on the handle needs to be **vertical** to be **un**locked! The code will give you access, except if you are locked out on the porch; there is a hidden key below each speaker for reentry from there. **Please lock all handles and deadbolts when leaving.**

Food – Some condiments, spices, wraps and TP and such are here; feel free to use whatever is found, just ask that you replenish if it gets low. **Please serve and/or consume food in kitchen or from/on the two tables - dining room table or the drop leaf table behind the couch, which can be opened and used while watching TV. Food stains on any furniture or cushions are considered *“excessive cleaning”* and will incur a fee!**

Oven & stovetop – Please clean stovetop after each use. If oven is dirty, use the 'self cleaning' - without racks inside it - the day before you leave and we will wipe out crud; **baked on dirt will require “excessive cleaning” and would incur a fee.**

Beds – (If you are not supplying linens.) All needed are made up. Towels are on each bed(s). **When leaving, please straighten out/pull up linens on ALL beds used (NO NOT TAKE OFF) and leave towels hung up in bathrooms.**

Stereo – is down in the basement utility room. Volume controls are upstairs in living room for that room as well as the porch and there's a control on the kitchen refrigerator wall for the dining room. The receiver needs to be in “V-AUX” for MP3 use; press “Input” button until ‘V-AUX’ is on. Insert the cord with single end into your player.

Internet - is a slow Verizon MiFi and available within house and porches; password inside on counter or provided day of entry. This has a limited amount of GB's for each group and is explained thoroughly on “Internet Use Policy” sheet.

TVs - living room - instructions on dresser below it; den - for DVD's; basement - not connected to cable as yet. Use MiFi for this only. See “Internet Use Policy” sheet also.

Paddle fans – are adjusted on the wall of each room with a round knob; please **turn ON all indoor fans to LO when leaving.** Knob for porch fans is between the two doors that lead out; **these should be OFF when you leave.**

A/C or Heat – there are three systems and three thermostats: one in the master, dining room and upstairs hall. **When leaving, please put A/C to 85° or heat to 45° and fan on “ON” for ALL. Close and lock all windows.**

Water heaters – please **turn on** upon arrival and **off when you leave**; the breaker box is in the utility room in the basement. Please be aware that the “apartment” one also heats master bath!

Dishwasher – should do “normal” wash when the button “start” is pushed. Please fill both soap sides only half full for a full load, less if smaller. **Please run before you leave, but don't bother to unload.**

Washing Machine - Set to “Short” wash gets your clothes very clean with very little detergent -- no more than to line #1 unless VERY dirty, please; HE front load washers are very efficient!

Motion lights – are on both sides of the house with switches that need to stay in the on (up) position in order for them to work.

Trash – picked up on **FRIDAY** morning, early. Put all trash into plastic bags and then discard those into trash can. NO LOOSE GARBAGE IN CAN or they might not dump it. **This is considered *“excessive cleaning”* and would incur a fee subtracted from your Good Care deposit.** Please leave the circle open for their truck to maneuver.

Smart Card - has been left by a kind guest. It has a \$0.00 balance, but can be recharged at a Metro station; the card typically costs \$5.00 and is required to exit Metro parking. Please **return it to the Lazy Susan** before departure.

Grocery store Discount Cards -- Feel free to use but **please return to Lazy Susan before departing.**

Recycling - can be organized in plastic boxes in the mud room. If it takes over the room, please take it to the closest Recycling Center just outside of Hamilton on Rt. 7W business (Colonial Hwy) across from “Harmony” School.

Lights -- please be sure that all are **turned off when you depart; slide dimmers up to check those -- night lights too!**

Directions – for most everything in the house are in the bottom drawer below the microwave, except TV and stereo, which are on their respective cabinets below them.

“excessive cleaning” definition and other information on back...

***“excessive cleaning”=**

ANY: kitchenware (utensils, pots/pans, china, beverage containers, etc.) left with food on them or scratches/chips from using improper utensils inside them (knives or metal utensils in treated pots/pans or cookie sheets); furniture with food stains, food or beverage spills left on floors inside and on decks/porches; washcloths, towels, etc., used for makeup removal, shoe/boot cleaning, spot removal, etc.; misuse of objects, i.e. using cutting board as a hot plate, putting wood or light weight plastic in the dishwasher, not using the splatter guard when frying, not cleaning stovetop/oven after each use, using chests or beds in bedrooms as luggage racks (the racks are supplied in rooms or closets!) OR loose trash in trash containers. ALL of these require extra time and therefore an extra fee to cover the cost of time spent.

Warning: There is a large fake, plastic stone that is covering an ugly wellhead; please do not move this, or the rocks used around the base to stabilize it, or you will be charged for the time it takes to reposition them -- it's not easy!

Also, due to trespassers “exploring” on the property, we have installed 2 cameras outside in order to be able to view them. There are no devices like this of any kind inside; this is purely to ID those who shouldn't be there.

Please, please, please do not leave your pillows, linens or metal clothes hangers and take ours; they are not an “even exchange” and we will charge for the theft.

Thank you!