

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 9pm, please.

Keys – There are NO keys, instead a code is given to each tenant for the duration of their stay. Each guest will receive this code on the first day of their visit. 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 of the porch; there is a hidden key below the speakers for reentry from there. **Please lock all handles and deadbolts when leaving.**

Food – Condiments, spices, wraps and some TP and such are here; feel free to use whatever is found, just ask that you replenish if it gets low. There are a few grocery stores close by; most off Catocin Circle—see maps in basket. **Please serve and/or consume food in kitchen or from/on the various dining tables; the 2 drop leaf tables can be opened and used while watching TV. Food stains are considered *“excessive cleaning”* and would incur a fee subtracted from your Good Care deposit.**

Beds – (IF you are not supplying your own.) All needed are made up. Towels are in each bathroom or on bed(s). **When leaving, please make (flatten out linens) ALL beds used 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 down in the basement, immediate left, under stairs. Information/directions sheet on wall; please do not remove.

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

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 80° downstairs, 85° up or heat to 50° downstairs and 45° up and fan on “auto” for each. 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. The “apartment” one also heats master bath; please leave that one on if there is a guest in the efficiency.

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 – is picked up every **FRIDAY** morning, early; please put all trash into plastic bags and then discard those smaller bags into the trash can under the side door porch. 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 an area for them to turn around and back down to the side of the house where the trash cans are.

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 -- have been left for guests to take advantage of the weekly specials. **Please return to Lazy Susan before departing.**

Recycling - is organized in plastic lined boxes in the mud room. If it takes over the room, would you please take to the Recycling Center just outside of Hamilton on Rt. 7W business (Colonial Hwy) across from “Harmony” School? It's open from dawn until dusk. We will also take it upon your departure.

Lights -- please be sure that all are **turned off when you depart** -- even night lights!

Directions – for most everything in the house are in the bottom drawer below the microwave, except stereo, which is on its cabinet in the basement.

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

IN ORDER TO KEEP EXPENSES DOWN, WINDRIDGE NO LONGER PROVIDES A PHONE.

Please let us know if you are traveling from outside the Continental United States.

***“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 pots/pans or cookie sheets); furniture with food stains, food/beverage left on floors inside and on decks/porches; washcloths, towels, etc., used for makeup removal, shoe/boot cleaning, spot removal, etc.; general misuse of objects, i.e. using cutting board as a hot plate, putting light weight plastic in the dishwasher, not using the splatter guard when frying, using chests in bedrooms as luggage racks AND loose trash in trash containers.

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!

Please do not leave your pillows or metal clothes hangers and take ours; they are not an “even exchange”.

Thank you!