

## WELCOME TO “WINDRIDGE” - EFFICIENCY

This is an information sheet, of sorts, about the efficiency. 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 as well as 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! **Please lock all handles and deadbolts when leaving.**

**Lights for kitchen** – are behind the microwave.

**Food** – There are some condiments and seasonings, I just ask that you replenish if there is not enough for the next person. There are a few grocery stores close by, most off Catoctin Circle—see map/leaflets in basket on glass table.

**Bed** – is made up, unless you are supplying your own linens. Towels are in the bathroom. On your departure day, please leave sheets and towels in the laundry room but not in the washer.

**TV and Radio** – TV with it’s directions for remote are next to it. The radio has a short cord for (your) MP3 player. If you use the **RADIO’S ALARM**, please turn it **OFF** before leaving.

**Wireless Internet** - is shared and limited; the amount of MB usage is determined by the length of the rental term. A policy use agreement must be signed and returned before arrival. The directions are in the unfinished basement, in a little ‘closet’ under the stairs.

**Paddle fan** – is adjusted using knob on the wall near interior door, please turn off on departure day.

**HOT H2O** – please walk to the other end of the basement and into the utility room to turn on the apartment/efficiency hot water heater breaker. Please also **turn off** at the end of your rental term.

**A/C or HEAT** – the thermostat is to the left of the interior door; on the day of your departure, please leave on 50° when heat is needed and 80° when AC is being used.

**Motion light** – is on side corner of the house with a switch that needs to be in the on (up) position in order for it to work.

**Trash** – is picked up every **Friday** morning, very early; please put all trash into plastic bags and then discard those smaller bags into the trash can under the side door landing on the other side of the house. (He has a small truck and finds the small bags pack better per load.)

**Directions** – for most everything in the efficiency are below the utensils in the first kitchen drawer to the left of the sink.

**Please be sure all lights, paddle fan and water heater are off, heat/ac at proper temperature and doors locked on day of departure.**

**THANK YOU!**