**Address:**

1307 E Coconino St

Cottonwood, AZ 86326

# Property Inspection Log:

**Date of Notes:** 10/9

**Next Inspection Scheduled:** 11/26

* Bistro lights in backyard!
* Bring more SWWL pens!
* Order more: Paper towels, coffee, new suction basket for sink, sugar packs
* Cleaners: never lock bottom lock
* Buy: Coffee, Welly first aid, salt, dishwasher detergent
* Touchstay guide, remove current guide. Include instructions for garage and garage opener.
* Tell cleaning team where to leave garage opener, add to guest guide
* Labels for shampoo bottles?
* Need new pan set
* Need new dish towels
* Change garage lock
* New rug
* New solar bistro lights
* Touch up base boards
* Tighten bathroom plumbing so that it doesn’t spray when bathing

# Restock strategy:

* Freeform coffee:
  + <https://freeformcoffee.com/pages/airbnb>
  + MUST order if ground. Then arrange a pick up from a coffee shop in Uptown.

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# Guest Access

* **Access Code:**
  + **Schlage Smart Lock:** A unique code generated for each guest (access Smartlock in Hospitable “Devices”)
  + **Lockbox w/ Backup Keys (photos below):**
    - **Code:** 3021
    - **Location:** White lockbox on the breaker box (left-facing side of the house).
    - **Instructions:** Push down the “Open” lever (not the “Clear” lever). The entire top will pop off.
    - **Keys inside:** Front door, Back door key, garage key
    - \*Please return all keys to the lockbox
* **Garage** 
  + Back up key is on side of house in lockbox as described above
  + **Walk in Schlage lock code** (do not share): 3299
  + **Back up codes for guests:** 4667, 8040, 5221, 5441
  + **Programming Code** (do not share)**:** 531545
* **Internal access - Schlage Front Door:**
  + **Cleaning Code** (do not share): 3299
  + **Programming Code** (do not share)**:** 502345
  + **Back up User codes:** 3975, 3696

# Wi-Fi Information

* **Network Name:** CGNM-9B38-5G
* **Password:** Casacoco
* **Notes:**
  + Internet provider (for outages and account info):  
    [Sparklight Website](https://www.sparklight.com/)
  + **Account Email:** [brindyjean@gmail.com](mailto:brindyjean@gmail.com)
  + **Account Number:** 134596238

# House Notes

### Guest Guide

* [Casa Coconino Guest Guide](https://docs.google.com/document/d/1FoDnzIfFJmAOsShrY3qiPMGWObwZip3iqe1IgEFaQPg/edit?tab=t.0)
* **Guest Messaging Guide:** [Google Doc Link](https://docs.google.com/document/d/16qBEfvNvXssen6w8ewwPsNpatKLuUd0dn8dHKpjoDGA/edit)

### Good to know:

* Internal spare house keys are in the top cabniet of wine glasses in kitchen
* We provide Disney+

### Trash & Recycling:

* Tuesday morning is trash collection day
* Every other Tuesday is recycling pick up
* \*Auto message is scheduled in Hospitable to send to guests Monday night to take out the trash

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### Breaker Box:

* Breaker box is unlocked and located on the fenced in side of the house.

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### Mail:

* Mail and packages can be delivered to the home address.
* The mailbox has a key taped inside the actual mailbox that is needed to access.

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### Commonly asked about amenities:

* **Firepit:** Requires propane tank. See guest guide for instructions for use. If propane tanks are empty, Jennifer can replace them for $30 plus the cost of propane. Or, we can reimburse the guest and they can re-fill. The best place to refill is Ace Hardware or Fry’s Grocery.
* **EV charger:** Located in the garage. For reference: <https://amzn.to/3CDzB79>
* **Grill:** Requires propane tank. Grilling utensils in the bottom kitchen cabinet, right of the stove.
* **Backyard:** Fully fenced in with non locking gate
* **Pack n play:** Should be in one of the bedroom closets or laundry room. Sheets also in the laundry room.
* **Tower fans:** We have 2 tower fans available for guest use and stored in the bedroom closets.
* **Coffee maker**: Regular drip, plus off brand one cup “keurig” in cabinet (we do not provide keurig pods, we DO provide ground coffee)
* **TV:** Smart TV w/Amazon stick
* **Air mattress:** twin size and has a sheet

### Pet Policy:

* Pets NOT allowed. Exceptions may be made only for guests with excellent track record, agree to not allow pets on furniture, and non negotiable $150 pet fee.

# Smart Home Devices:

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### Thermostat:

* + **Device:** Ecobee (downloadable app)
  + **Login:** brindy@airbrindy.com
  + **Password:** Newday2022!

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### Security Camera:

* **Front door exterior camera**
* **Eufy:**
  + Access on a phone/iPad app
  + Apple: <https://apps.apple.com/us/app/eufy-security/id1424956516>
  + Google: <https://play.google.com/store/apps/details?id=com.oceanwing.battery.cam&hl=en_US&gl=US&pli=1>
  + Log in info: brindy@pegasustrail.com
  + 7NzJI\*1!@Xx@xn@c

# Cleaning:

* **Primary Cleaner:** Jennifer - (928) 301-2621
* **Scheduling:** Cleanings are automatically scheduled through Turno, and the cleaner is automatically paid.
* **Extra Jobs:** Pay via Zelle through Scottsdale Community Bank

# Handyman / Maintenance:

* **William:** 
  + $50/hr, great for small jobs
  + Jack of all trades. Simple to work with.
  + Text: (928) 202-0530
* **Maxx Carr:** 
  + More expensive
  + Good for electrical work, more specialized jobs.
  + Call or Text: (541) 207-6951
* **Landscaping:**
  + For major landscaping needs: Ignacio
  + (928) 284-8877
  + \*William is best for small needs
* **Pest Control**
  + Arizona Bug Company
  + (928) 649-5775
  + Scheduled for quarterly treatments
* **HVAC**
  + Air Dynamics
  + (715) 908-9176
* **Plumbing**
  + No preference

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