**Address:**

822 W Pecos Ave

Mesa, AZ 85210

# Property Inspection Log:

**Date of Notes:** XX

**Next Inspection Scheduled:** XX

2/26

* Makeup washcloths. We barely have any. Need to tell Maria to leave out 4 per bathroom.
* Batteries
* Q tips, cotton pads
* Need to clean out closets. Get rid of whats stained.
* Should we put a lock on 2nd closet for more restock storage?
* Need 2nd hair dryer bag for master
* Maria: wash cloths go in bathrooms. We’ll get more kitchen wash cloths for the kitchen

1/6 notes

* Remove stained sheets and linens
* Lock up toilet paper and paper towels
* Refill
* Changed ac filter

11/21: Notes from visit

* Breaker box is on the left of the house (front yard side)
* Porch light replace
* Organized
* Stocked coffee/ put restock in restock cabinet
* Propane tanks filled $37.35
* Master bedroom light replaced
* Folded all towels in dryer
* Stocked cotton balls/ q tips
* Left hair dryer bag

Schlage owner code: 0624

Programming code: 974592

Lockbox: 1901

Hanging near pool pump

Cleaning closet: 191

**Wifi**

SETUP-E498

crumb2451famous

Wi-Fi

Network: Mesa Coastal

PW: Vacaallday

**822 W Pecos Ave Mesa, AZ 85210**

**Pool guy:**

Andy

602 748 7882

Pool cleaning day is on Tuesdays

$160 per service, $100 to drain hot tub

**Cleaning team:**

Operation Clean

Maria: Main cleaner: (480) 495-2138

Lupita: Scheduling/office (Maria’s daughter): (602) 587-8025

Company number: (602) 587-8025

info@operationcleanaz.com

\*\*\*For questions about scheduling, contact Lupita or the company number.

**Cox Internet**

PIN is 1683 if needed

Account #001 8502 605417903

Under Kevin’s phone number:

+1 (801) 556-4938

(Brindy is also on account)

Sign in to online account:

Username: Brindyair,

Pw: Mesamesa24

**Owners:**

Main point of contact:

Keven Mabey

[Krmabey@gmail.com](https://mailto:Krmabey@gmail.com)

(801) 556-4938

**First back up:**

Tiffany Mabey - Tiffany.defa@gmail.com - (801) 879-9321

Ryan Defa - Defcon801@gmail.com

Laney Defa - Laneyhenderson@gmail.com

**Ring Security camera**

Login

mesacoastalaz@gmail.com

SqZr>Fj3pKi840q

(Can also access through brindy’s account)

**Owner Airbnb account login:**

* [tiffany.and.laney.mabey@user.guesty.com](https://mailto:tiffany.and.laney.mabey@user.guesty.com)
* mahfos-wakfic-hyGpy8
* Google username to log in: mesacoastalaz
* (Log in with Google account)

**Trash/recycling pick up is on Saturday morning**

4 trash bins total

No recycling bins, all trash bins

Kept outside on West side of house

Need to go through the gate

Gate is kept unlocked

Can Monkey comes to take out trash and put back cans. No action required by guests.

<https://www.canmonkey.com/sign-up-now/>

**Guest Guide:**<https://mail.google.com/mail/u/0?ui=2&ik=8e0d577da1&attid=0.1&permmsgid=msg-f:1802326352234821698&th=19032644aa483842&view=att&disp=inline&realattid=f_lxmc8oug0>

**Guest Messaging Guide:**

<https://docs.google.com/document/d/16qBEfvNvXssen6w8ewwPsNpatKLuUd0dn8dHKpjoDGA/edit>

To adjust thermostat: You can tap the right side of the outside ring of the thermostat.

[How to adjust the temperature and change modes on your Nest Thermostat display (youtube.com)](https://www.youtube.com/watch?v=cD4ZVG3C7As)

\*If guests are having trouble with the thermostat you can text Keven and he can adjust it remotely.

Bryce -

Handyman

+1 602-781-3698

-

Owner

Keven Mabey

Krmabey@gmail.com

+1 801-556-4938

# Restock strategy:

* W&G?
* Any special items different to our standard?

# Guest Access

* **Access Code:**
  + **Schlage Smart Lock:** A unique code generated for each guest (access Smartlock in Hospitable “Devices”)
  + **Backup Key / Lock out strategy:**
    - XXX
* **Garage access:** 
  + xxx
* **Cleaning closet:**

# Wi-Fi Information

* **Network Name:** XX
* **Password:** XX
* **Notes:**
  + Internet provider
  + **Account Email:** XX
  + **Account Number:** XX

# House Notes

### Guest Guide

* XX
* **Guest Messaging Guide:** [Google Doc Link](https://docs.google.com/document/d/16qBEfvNvXssen6w8ewwPsNpatKLuUd0dn8dHKpjoDGA/edit)

### Good to know

* Ie: Where something is that is often misplaced by guests, how to work something that is often asked about

### Trash & Recycling:

* XX
* XX
* \*Auto message is scheduled in Hospitable to send to guests \_\_\_\_\_\_ night to take out the trash

### 

### AC Filter Size & change frequency:

* XX

### Breaker Box:

* Breaker box is located \_\_\_\_\_\_\_\_

### 

### Mail:

* XX
* XX

### 

### Commonly asked about amenities:

* **Firepit:** XX
* **Grill:** Propane or charcoal?
* **Backyard:** Fully fenced? What amenities?
* **Pack n play:** Location. Sheets?
* **Coffee maker**: Type? Type of coffee provided?
* **TV:** Smart TV? What apps?

### Pet Policy:

* XX

# Smart Home Devices:

### 

### Thermostat:

* + **Device:** XX
  + **Login:** XX
  + **Password:** XX

### 

### Security Camera:

* **Location**
* **Access:**
  + Access on a phone/iPad app
  + Log in info:

# Cleaning:

* **Primary Cleaner:** XX
* **Scheduling:** XX
* **Extra Jobs:** XX

# Handyman / Maintenance:

* **XX**
  + XX
* **Landscaping:**
  + XX
* **Pest Control**
  + XX
* **HVAC**
  + XX
* **Plumbing**
  + XX

# 