



Cleaning checklist



Throughout the Home

- Check light bulbs
- Report if the smoke and carbon monoxide detectors is beeping
- Check for personal belongings left in rooms / Report if possibly left by guests
- Check locks and close entry doors (report if battery warning on)
- Dust off A/C vents, grids and fans - test A/C and fans
- Set thermostats to the agreed upon temperature for an empty house or an
- Check and clean all windows (interior) - close and lock all windows before leaving
- Check for pest control service needs
- Check stains on carpets, rugs, furniture or curtains and property damages
- Discard magazines that are older than 6 months
- Discard paper plates, plastic cups, plastic cutlery, and paper/plastic bags
- Walk through and check the home is not only clean but staged (“hotel-standard”)
- Take photos of each room and patio once service completed



Kitchen

- Load, run, and empty dishwasher, clean any dirty dishes - Clean dishwasher rim
- Discard/donate any food left-over except consumables
- Remove trash and recyclables; clean & sanitize trash can, and replace trash bags
- Clean, counters, cabinets, table and chairs
- Clean, scrub, and sanitize sinks, and backsplashes
- Clean range top and wipe out inside of oven
- Clean appliances (interiors & exteriors), including the inside of toaster oven,
- Empty and clean inside and outside of refrigerator & freezer (check ice quantity and quality)
- Wash floor (sweep or mop)
- Wipe down windows and windowsills
- Refill soap dispenser
- Ensure items in Consumables list are present or restock
- Put out clean dish towels, linen napkins, and a new sponge
- Ensure all dishes, utensils, pots and pans in cupboards and drawers are clean and arranged in a visually appealing way
- Set welcome basket and note as directed by owner



Living Room

- Check stereos/game systems/TVs, incl. remotes (place them neatly)
- Ensure Welcome Sheet/Book is in a visible place and is in good condition
- Sweep, vacuum and mop floors/carpets as applicable
- Check under cushions and couches for debris and other items
- Clean and straighten decor like pillows, blankets, etc.
- Dust window sills and ledges
- Dust & clean furniture, blinds, picture frames, knick-knacks, ceiling fans, and lamps
- Make sure all board games, movies, and books are in good condition and neatly organized
- Wash windows (interior) and sliding glass doors
- If applicable, check wood fire place has no ashes and fire wood is stacked appropriately



Bedrooms

- Change sheets and pillowcases - “hotel-standard” bed making
- Check for wear & tear and clean/replace mattress pad, pillows, pillow protectors, sheets, blankets
- Vacuum floor and under beds
- Remove trash and clean trash cans
- Check for personal belongings or trash left in drawers, closets, under the bed, behind the headboards, and behind night stands
- Dust furniture, knick knacks, ceiling fans, blinds and window sills, and clean mirrors
- Ensure clocks are on correct time and outlets are available for phone charging
- Check stereos/game systems/TVs, incl. remotes (placed them neatly)
- Ensure closets are stocked with appropriate # of hangers, fan, humidifier (if applicable), extra clean blankets and pillows in plastic storage bag/bin



Cleaning checklist



Bathrooms

- Clean, scrub and sanitize showers, bathtubs, vanity, sinks and backsplashes
- Clean mirrors
- Clean and sanitize toilets (inside, outside, under the front, around the base and behind)
- Sweep and mop floors
- Wash tile walls
- Remove trash and clean trash cans
- Replenish soap/bathroom liquids/amenities
- Replenish toilet paper (incl. 2 extra rolls under the sink)
- Set clean towels and shower mat - "hotel-standard" staging
- Check for wear & tear or stains on towels
- Ensure shower curtains or doors free of mold and water spots
- Wipe down windows and windowsills
- Clean dust and debris on vents and fans
- Clean place hair dryer neatly under sink or in a drawer
- Ensure tissue box is sufficiently full
- Clean out drawers and cabinets



Laundry Area

- Be sure washer and dryer are empty; clean out lint trap
- Wipe down machines (incl. seal areas) and leave open
- Wash floor (sweep or mop)
- Remove trash and clean trash cans
- Ensure laundry provisions are stocked (i.e. laundry detergent, dryer sheets or fabric softener)
- Ensure iron, ironing board, and distilled water are in place



Garage

- Dispose of all trash and recycling
- Sweep
- Ensure all owner items stored in the garage are secure



Outdoor Space

- Sweep porch and dust off entry door
- Wipe off patio set and straighten. Ensure cushions are in good condition and are out for upcoming guests
- Wipe down barbecue grill, ensure proper grilling tools are clean, ensure enough propane for next guest
- Ensure all outdoor lights are functioning
- Walk around the property to make sure all cigarette butts and pet scat has been picked up