

Welcome guests to a clean home:

# Cleaning checklist



## Throughout the home

- ☐ Report if the smoke and carbon monoxide detectors are 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 upcoming arrival
- ☐ Check and clean all windows (interior) - close and lock all windows before leaving
- ☐ Check for pest control service needs
- ☐ Check for stains on carpets, rugs, furniture or curtains
- ☐ 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 and dishwasher rim
- ☐ Discard any leftover food; donate if seal unbroken
- ☐ Remove trash and recyclables; clean and 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 inside of oven
- ☐ Clean appliances (interiors and exteriors), including the inside of toaster oven, microwave, coffee maker, and phone
- ☐ Empty and clean inside and outside of refrigerator and freezer (check ice quantity and quality)
- ☐ Wash floor (sweep or mop)
- ☐ Wipe down windows and windowsills
- ☐ Refill soap dispenser
- ☐ Put out clean dish towels, linen napkins, and a new sponge
- ☐ Ensure all dishes, utensils, pots and pans are clean and arranged in a visually appealing way

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## Bedrooms

- ☐ Change sheets and pillowcases - “hotel-standard” bed making
- ☐ Check for wear and tear and clean/replace mattress pad, pillows, pillow protectors, sheets, and 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 window sills and ledges
- ☐ 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, and remotes
- ☐ Ensure closets are stocked with appropriate number of hangers, floor fans, humidifier (if applicable), extra clean blankets, and pillows in plastic storage bag/bin



## Living room

- ☐ Check stereos, game systems, TVs, and remotes
- ☐ 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 fireplace has no ashes and firewood is neatly stacked



## Garage

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

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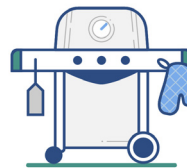
## Bathrooms

- ☐ 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, and amenities
- ☐ Replenish toilet paper (2 extra rolls under the sink)
- ☐ Set clean towels and shower mat - "hotel-standard" staging
- ☐ Check for wear and tear or stains on towels
- ☐ Ensure shower curtains or doors are free of mold and water spots
- ☐ Wipe down windows and windowsills
- ☐ Clean dust and debris on vents and fans
- ☐ Clean and 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 (including 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



## 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 BBQ grill, ensure grilling tools are clean, and that there is enough propane (if applicable) for upcoming guests
- ☐ Ensure all outdoor lights are functioning
- ☐ Walk around the property to make sure all cigarette butts and pet scat have been removed