# FULL CLEANING CHECKLIST



Follow this checklist to ensure your guests find a clean and comfortable home upon their arrival. As you walk through the home, check each box under the correct date to indicate the task is complete.

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KITCHEN						
Wash and dry dishes.						
Clean & sanitize all surfaces: countertops, cabinets, tables, etc.						
Remove food from refrigerator, then clean and sanitize.						
Restock supplies: soap, paper towels, et	CC.					
Dispose of trash and replace trash bag.						
Sweep and mop floor.						
LIVING ROOM						
Clean & sanitize all surfaces: tables, lamps, couches, etc.						
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Sweep and mop or vacuum floor.						

BEDROOM				
Wash and change sheets.				
Clean & sanitize all surfaces: dressers, doorknobs, lamps, etc.				
Clean, sanitize, and polish mirror and windows.				
Dispose of trash and replace trash bag.				
Sweep and mop or vacuum floor.				

BATHROOM				
Wash and change towels				
Clean & sanitize all surfaces: countertops, toilet, bathtub, etc.				
Restock supplies: toilet paper, soap, toiletries, etc.				
Clean, sanitize, and polish mirror and windows.				

LAUNDRY ROOM				
Remove lint from dryer.				
Clean & sanitize all surfaces: dryer, washer, etc.				
Restock supplies: dryer sheets, detergent, etc.				
Empty washer and dryer.				
Notes:				
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## FINAL TOUCHES WALK THRU CHECKLIST



Before your guests move in, take a final walkthrough of the rental building and ensure everything is perfect for their arrival. Check each box under the correct date to indicate the task is complete.

Date.			, ,	
TIDINESS				
Has the building been cleaned thoroughly? Pay special attention to frequently touched surfaces.				
Change bed sheets and linens.				
Make sure all items are in their designated spots, including dishes and supplies.				
Dispose of trash and replace trash bag.				
FUNCTIONALLY				
Are essential appliances and electronics working properly?				
Is the plumbing functional, including hot water?				
Test smoke alarms and carbon monoxide detectors.				

COMFORT				
Display welcome book and guides.				
Set the thermostat to a comfortable temperature.				
Make sure amenities are ready to use.				

SECURITY				
Are valuables removed from the property?				
Place keys in designated place and set up keyless entry (if applicable).				



### SPECIAL ATTENTION TO FREQUENTLY TOUCHED SURFACES BETWEEN TENANTS

#### **General:**

- Doorknobs
- Fans and lamp chains
- Garbage and recycling bins
- Hairdryers
- Ironing boards and irons
- Keys
- Light switches
- Railings
- · Remote controls
- Tabletops
- Thermostats
- Window sills and window handles

#### Kitchen:

- Appliances: coffee maker, oven, pressure cooker, toaster, etc.
- Cabinet handles and pulls
- Condiments: oil, salt and pepper shakers
- Commonly used spices, containers, etc.
- Hard-backed chairs
- Kitchenware that is dishwasher safe
- Ceramic bowls, kids' plasticware, etc.

#### **Bathroom:**

- Faucet handles
- Shampoo, conditioner, body wash, and soap dispensers
- Shower curtains and doors
- Showers and tubs
- Sinks
- Toilets

#### Kids' items:

- High chairs
- Portable cribs and playpens
- Toys

#### **Bedroom:**

- Hangers and luggage racks
- Nightstands

#### **Cleaning appliances:**

- Dishwashers
- Vacuum cleaners
- Washer/dryer units

#### Other amenities:

- Bikes
- Books
- Surfboards
- Board games
- Coolers

