

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.

Date: / / / / / / /

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, etc.							
Dispose of trash and replace trash bag.							
Sweep and mop floor.							

LIVING ROOM

Clean & sanitize all surfaces: tables, lamps, couches, etc.							
Clean & sanitize all surfaces: countertops, cabinets, tables, etc.							
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:

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

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

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.

Bedroom :

- Hangers and luggage racks
- Nightstands

Cleaning appliances:

- Dishwashers
- Vacuum cleaners
- Washer/dryer units

Other amenities :

- Bikes
- Books
- Surfboards
- Board games
- Coolers