

CLEANING CHECKLIST

Just enter the date of cleaning visit at the top of each checklist and initial the appropriate box when each task is done.

DATE							
KITCHEN							
Load & run the dishwasher							
Empty the dishwasher							
Clean & sanitize all surfaces, including countertops, tables, cabinets, etc.							
Clean & sanitize all appliances (toaster microwave, range, phone, toaster & coffee maker, etc.)							
Sweep & mop floors							
Trash: take out, clean, & sanitize can							
Refrigerator: remove all food, clean, & sanitize							
ALL LIVING AREAS							
Replenish supplies, including soap, dish detergent, trash bags, & paper towels							
Sweep & mop floors							
Trash: take out, clean, & sanitize can							
Clean & polish windows & windowsills							
Replace any burnt-out light bulbs							
BEDROOMS							
Dust & clean all surfaces, including all bedroom furniture, electronics, lamps, fans, & blinds							
Wash & change linens							
Sweep/mop or vacuum floors, including underneath the bed							



Trash: take out, clean, & sanitize can							
Clean & polish windows & windowsills							
Replace any burnt-out light bulbs							
BATHROOMS							
Clean & sanitize all surfaces, including countertops, sink, toilet, & faucets							
Clean & polish the mirror							
Wash & change towels							
Replenish supplies, including soap, shampoo, & conditioner							
Sweep & mop the floor							
Trash: take out, clean, & sanitize can							
Clean & polish windows & windowsills							
Replace any burnt-out light bulbs							
LAUNDRY AREA (if applicable)							
Make sure the washer & dryer are empty							
Remove lint from the dryer							
Replenish amenities, including laundry detergent, & softener sheets							
Sweep/mop or vacuum floors							
Trash: take out, clean, & sanitize can							
Replace any burnt-out light bulbs							
EXTERIORS							
Wipe down & clean patio furniture including chairs, tables, & BBQ							
Sweep entrances & deck							
Replace any burnt-out light bulbs							

PRE-STAY CHECKLIST

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DATE							
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CLEANLINESS

Ensure the property has been thoroughly cleaned							
See that the dishwasher has been unloaded, all dishes are clean, & in the correct spot							
Check that bed linens have been replaced & beds have been made							
Look for any items that may be missing or out of place							
Make sure all garbage has been removed from the property							

FUNCTIONALITY

Check that all appliances (refrigerator, coffee maker, etc.) are functioning							
Check that all electronics (TV, radio, wifi router) are functioning							
Test all lights & replace any burnt-out light bulbs							
Check that smoke alarms are functioning							
Ensure that all faucets are functioning & that the hot water works							



COMFORT

Set the thermostats to a comfortable temperature

Verify that all supplies have been replenished

Place welcome book where guests will see it

SECURITY

Make sure all owner valuables are secured in a safe place

See that keys are in their correct location for the next guest

If the home has keyless entry, set the code & test it to confirm that it works



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POST-STAY CHECKLIST

Just enter the date of cleaning visit at the top of each checklist and initial the appropriate box when each task is done.

DATE							
CLEANLINESS							
Make sure nothing is broken							
Look for any items that may be missing or out of place							
FUNCTIONALITY							
Check that all appliances (refrigerator, coffee maker, etc.) are functioning							
Check that all electronics (TV, radio, wifi router) are functioning							
Locate remote controls, check that they have fully charged batteries, & place in the correct location							
Test lights & replace any burnt-out light bulbs							
COMFORT							
Set thermostats to the correct temperature							
Replenish supplies, including:							
Paper towels							
Trash bags							
Toilet paper							
Hand soap							
Cleaning supplies							
Dishwasher detergent							
Laundry detergent							
Dish soap							
Shampoo/conditioner							



SECURITY

See that all keys are accounted for & placed in the correct location

Check that all valuables are still in the home

Make sure all windows are locked

Notify the homeowner within 24 hours of guest departure if anything is broken or misplaced



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