

Pre-check

**Be aware of any damage, missing items, size discrepancy or excessively dirty homes as these need to be reported immediately.

***The restock paper towels, and toilet paper should always be reported if it's running low.

KITCHEN

- All items listed in maintenance clean
- Wash all dirty dishes or place in dish washer and start cycle
- Interior wash oven, microwave, fridge
- Wash all exterior appliances (including the toaster crumb tray and inside pieces of coffee grinder)
- Coffee pot emptied /washed & filter removed
- Empty dish washer
- Put out [] clean dish towels
- Empty fridge of anything opened or expired except for condiments
- Ensure that dishes and silverware already in storage area are clean and neat
- Ensure presentation of kitchen items are correct (mugs with mugs, forks with forks, etc.)
- Refill ice trays and put in freezer
- Refill paper towels, dish soap, hand soap(if applicable), coffee, tea
- Ensure hand soap and dish liquid are at an acceptable level. If not replace
- Hand towels wash, dry & fold

BATHROOM

- All items listed in maintenance clean
- Remove all items from sink, tub/shower, shelves, racks, etc.
- Spray all the surfaces at once using a multi-surface disinfectant
- Clean toilet (be sure to clean the bottom side and behind the lid)
- Refill: toilet paper, hand soap, tissue
- Neatly fold/hang and place [] body towels and [] hand towel per guest. One hand towel and bath mat if applicable.
- Toiletries placed on vanity (provided by owner)

BEDROOMS

- All items listed in maintenance clean
- Wipe all surfaces using multi-surface disinfectant.
- Bed linens free of wrinkle (iron if needed)
- Make beds
- Check for stains on sheets or blankets
- Check closets, under bed, and drawers for prior guest's personal items that may have been left behind
- Bed linens changed & pillows fluffed

COMMON /LIVING AREA

- All items listed in maintenance clean
- Glass doors wash
- Wipe down all surfaces,
- Vacuum/Mop
- Presentation is key, please create a good first impression for guest by organizing pillows, chairs, blankets, etc.
- If patio/outdoor space, make presentable

Laundry Room

- Wash all bed linens, bath towels, floor mats in all room, towels in kitchen.
- Washer & dryer exterior wiped down
- Washing products tidied / organized

FINAL CHECK BEFORE LEAVING

- IS THE HOUSE AS PRESENTABLE AS IT CAN BE FOR THE GUESTS?

- No obvious uncleaned areas (crumbs, dust, marks on walls and floors, etc.)
- Dishwasher is empty
- Dishes are put away in appropriate places
- AC/heater turned off
- Stove top/oven is off
- Trash has been emptied from every receptacle and replace with new trash bag
- Lights are turned off; windows and doors are locked
- Proper amount of towels are laid out in bedroom, bathroom, kitchen
- Household consumable supply levels are full
- All light bulbs in all rooms are working
- Doors to bedrooms are open
- Toilet is no running
- All faucets are off.

Vacation Home, AirBnB Cleaning