



Vacation Rental Checklist

**Upon Arrival CHECK EACH ROOM for: broken or damaged items; items to be fixed or replaced; moved furniture

Dining/Family Room

- Floors swept and mopped. Go over floors and in corners with vacuum to pick up small particles. Use extra hoses on vacuum to get hard to reach areas, this is good to use under couch cushions.
- TV stands, sides and back of TVs, tables, end tables in rooms, inside drawers wiped down and cleaned out.
- Ceiling fans cleaned with duster provided for ceiling fans
- Look under, between and behind beds, couches and tables for any trash, sand, or objects.
- Wipe ledges of all windowsills
- Wipe all light switch panels and walls for any handprints or dirt spots
- Fixtures on all tables wiped for dust
- Dining tables, legs and chairs wiped down, sweep, vacuum, and mop under tables
- Wipe any visible handprints and/or stains on windows, doors, walls, drawer and doorknobs and light switches
- Wipe any stains off couches/futon and wipe any attachments that can accumulate dust on seating furniture.
- Empty all trash
- Dust ceiling corners and remove cobwebs

Laundry Room

- All used linens should be washed and fully dried (towels, sheets, pillowcases, pillow protectors, comforters, blanket. Dirty kitchen, bathroom, and hallway and bathroom rugs)
- Floors swept, vacuumed, and mopped. Go over floors with vacuum to pick up small particles and in corners. Use extra hoses on vacuum to get hard to reach areas.
- Sides and between washer and dryer swept and top and sides wiped down for dust and dirt

buildup. Lent vent on dryer cleaned after finish load.

- Wipe all light switch panels and walls for any handprints or dirt spot.
- Vacuum dirt holder dumped after final use.
- Wipe any visible handprints and/or stains on windows, doors, walls, drawer and doorknobs and light switches.
- mop floors

Hallways/Stairs/Linen Closets

- Wipe any visible handprints and/or stains on windows, doors, walls, drawer and doorknobs and light switches.
- Sweep or vacuum out linen closets where towels are stored
- Be sure extra blankets, sheets and comforters, pillowcases are cleaned and left for guest.
- Please be sure towels, rugs and linens are FULLY dried.
- Mop floors

Bathroom Cleaning

- Wipe ledges of all windowsills
- Shower curtains washed if dirty, plastic shower curtains wiped cleaned (Spray and let sit and wipe) or replace it.
- Floors swept and mopped. Go over floors with vacuum to pick up small particles and in corners.
- Wipe all light switch panels and walls for any handprints or dirt spots
- Look behind drawers for trash and vacuum.
- Bathroom mirrors cleaned, sinks, toilets, bathtubs cleaned, floors swept, suction corners and mop
- Be sure toilet papers are left in each bathroom & extra small trash bags left at bottom of trashcans
- Wipe any visible handprints and/or stains on windows, doors, walls, drawer and doorknobs and light switches.
- Be sure shampoo, conditioner, body wash, hand soaps are available and refilled
- Wipe bathroom towel racks for dust.
- Ensure inside the bottom and outside of trashcans are cleaned.

Kitchen Cleaning

- Floors swept and mopped. Go over floors with vacuum to pick up small particles and in corners. Use extra hoses on vacuum to get hard to reach areas. The hose on vacuum can suck the lent off vents in less than 15 seconds
- Behind and beside refrigerators swept or vacuum suctioned and wipe to and sides of refrigerator for dust buildup. Wipe front of refrigerator where ice come out.
- Wipe ledges of all windowsills
- Wipe all light switch panels and walls for any handprints or dirt spots
- Clean dish holder from water buildup stains and buckets under sink for dirt/ cleaning solution spills
- Coffee maker filter dumped and cleaned. Toaster dumped from crumbs; all countertop appliances cleaned
- Refrigerators/freezers cleaned inside, and ice trays filled. Throw away any leftover food
- Ovens, Stove tops, and microwaves cleaned inside, on top and wiped down on front
- Wipes counters behind all appliances, wipes appliances for buildup and wipe any doors, kitchen cabinets with handprints or stains
- Clean inside drawers and utensil holders for dirt and particles. All utensils should be clean, dried,

and put away. Wipe cooking utensils holder on kitchen counter for dust and be sure those utensils are put in holder clean.

- Be sure dish towels, sponges, cooking holders, drying towels and cleaning towels are left and put away in kitchens.
- Be sure stove top eyes are cleaned
- Only throw away dishes that are tremendously stained or disgusting. communicate need to replace them.
- Paper towels available
- Extra Large Trash bags left at bottom of trashcan
- Dishwasher liquid/pod available refilled
- Wipe any visible handprints and/or stains on windows, doors, walls, drawer and doorknobs and light switches
- Check cabinets where glasses, dishes, pots, and pans are for any need of wiping down
- Wipe all around trashcans and lid
- Be sure dustpan is wiped and not left dirty.
- Clean all dishes and utensils, make sure fully dried and put away in cabinets.
- Ensure inside the bottom and outside of trashcan is clean.

Bedroom Cleaning

- Tables, end tables in rooms, inside drawers wiped down and cleaned out.
- Wipe all light switch panels and walls for any handprints or dirt spots
- Ceiling fans cleaned with duster provided for ceiling fans
- Look under, between and behind beds, couches and tables for any trash or objects.
- All closets checked for trash, vacuum inside closets, wipe top shelves of closets, dust off lamps & fixtures on nightstands/drawers
- Wipe down foot board, headboard, and side railing of beds for dust and spills.
- Look behind drawers for trash and vacuum.
- Wipe any visible handprints and/or stains on windows, doors, walls, drawer and doorknobs and light switches
- Spray each bed with disinfectant spray once you have all sheets off the bed.
- Sparkle carpet freshener on all carpet before vacuuming.

