



CHECKLIST

KITCHEN

- Load, run and empty the dishwasher
- Clean and sanitize all surfaces including counter tops, tables, cabinets, etc.
- Clean and sanitize all appliances including phone, toaster and coffee maker.
- Clean and sanitize the inside and outside of the microwave
- Remove all food left in the refrigerator, clean and sanitize.
- Replenish supplies including soap, dish detergent, trash bags, and paper towels
- Sweep and mop floors.
- Remove trash; clean and sanitize trash can

BEDROOMS

- Dust and clean all surfaces, including dresser, bedside table, headboard, computer screen, and television
- Dust all appliances and knick-knacks, including lamps, ceiling fans, Picture frames
- Wash and change linens
- Sweep/mop or vacuum floors.
- Remove trash; clean and sanitize trash can

BEDROOMS

- Dust all surfaces including end-tables, coffee tables, television and shelves.
- Dust all appliances and knick-knacks, including lamps, ceiling fans, picture frames.
- Sweep/mop or vacuum floors.
- Remove trash; Clean and sanitize trash can, if needed.

BATHROOMS

- Dust all surfaces including end-tables, coffee tables, television and shelves.
- Dust all appliances and knick-knacks, including lamps, ceiling fans, picture frames
- Sweep/mop or vacuum floors.
- Remove trash; Clean and sanitize trash can, if needed.

LAUNDRY AREA (IF APPLICABLE)

- Make sure the washer and dryer are empty
- Remove lint from dryer
- Replenish amenities, including laundry detergent and softener sheets
- Sweep/mop or vacuum floors
- Remove trash; clean and sanitize trash can

EXTERIORS (IF APPLICABLE)

- Wipe down and clean patio furniture including chairs, tables and BBQ.
- Sweep entrances and deck.



PRE-CHECKLIST

We keep the following items in mind when creating your specific property cleaning checklist. In addition, we include any details that are unique to your property.

CLEANLINESS

- Ensure the property has been thoroughly cleaned.
- See that the dish washer has been unloaded, all dishes are clean and in the correct spot.
- Check that bed linens have been replaced and 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, wireless internet router) are functioning
- Test all lights and replace any burnt out light bulbs
- Check that smoke alarms are functioning
- Ensure that all faucets are functioning and that the hot water works

COMFORT

- Set 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.
- If the home has keyless entry, set the code and double check it, making sure that it works.

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POST-STAY CHECKLIST

We keep the following items in mind when creating your specific property cleaning checklist. In addition, we include any details that are unique to your property.

CLEANLINESS

- Make sure the guest left the property in the condition in which they found it.
- 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, wireless internet router) are functioning
- Locate remote controls, check that they have fully charged batteries, and place in the correct location.

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 and placed in the correct location.
- Check that all valuables are still in the home.
- Make sure all windows are locked.
- Notify the home owner within 24 hours of guest departure if anything is broken or misplaced.

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Maid Closet Checklist

- PAPER GOODS: Paper Towels
- PAPER GOODS: Toilet Paper
- PAPER GOODS: Tissue Boxes
- PAPER GOODS: Napkins
- KITCHEN: Tea
- KITCHEN: Coffee
- KITCHEN: Coffee Filters
- KITCHEN: Coffee Creamer
- KITCHEN: Coffee Sugar
- KITCHEN: Trash Bags (13 GAL)
- KITCHEN: Blue Dish Sponges
- KITCHEN: Dawn Dish Soap
- KITCHEN: Dishwasher Pods
- LAUNDRY: Detergent
- LAUNDRY: Fabric Softener
- LAUNDRY: Spot Remover
- SWIFFER: WetJet (Pads)
- SWIFFER: WetJet (Solution)

- BATH: Q-Tips
- BATH: Cotton Balls
- BATH: Makeup Remover Pads
- BATH: Toilet Bowl Cleaner
- LIQUID SOAP: Hand (Refill)
- BATTERIES: AA
- BATTERIES: AAA
- BATTERIES: 9V
- BULBS: LED
- BULBS: Chandelier
- BULBS: Fluorescent
- BULBS: Incandescent
- BACKUP: Bath / Pool Towels
- BACKUP: Sheets
- BACKUP: Comforters
- GARAGE: Air Filters (3 Month Style)
- GARAGE: Bags of Salt

- Dark Makeup Washcloths
- Small Trash Liners
- Hotel Shampoos
- Hotel Conditioners
- Hotel Bars of Soap
- Toilet Bands

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