Vacation Rental Cleaning Checklist

Overview:

Always check for and report damage, missing items, evidence of indoor smoking or excessively dirty homes. Please refer to our photos of staged rooms on this property if you are unsure of where an item should go or how it should be arranged.

Whole House/General Cleaning

Check all rooms, closets, and cabinets for personal belongings or objects left behind by guests, make report.

Check washing machine and dryer for any objects, clothing, or linens.

Check under all furniture for any trash or any guest items.

Check all lightbulbs.

Check for any pest control needs.

Clean interior windows.

Inspect carpets, floor, curtains and any upholstered furniture for stains or damage.

Dispose of any old magazines or newspapers left behind by guests.

Discard any disposable food service items such as paper plates, plastic cups, and plastic forks.

Dust all air conditioning/heating vents and fans. Test air conditioning.

Dust all surfaces and shelves, even in high areas.

Dust all blinds, making sure there are no insects behind them.

Vacuum all carpeted areas. Rugs that cannot be vacuumed should be taken outside to shake out any dust or dirt.

Vacuum moldings and baseboards.

Vacuum stairs, lightly dust railings and banisters.

Sweep and mop hard floors.

Wipe down doorknobs, and light switch faceplates.

Remove trash from every receptacle in the home and replace with new bin liner

Turn off all lights.

Set interior climate control to away mode.

Open doors to all rooms.

Set out welcome basket and welcome note

Kitchen & Laundry

Add any dishes or glassware left around house to dishwasher, run and empty the dishwasher. Wipe down the inside gasket/ rim of dishwasher, and be sure there's no debris or food inside dishwasher.

Put all dishes away and arrange them nicely so they are easy to reach.

Check drawers, cabinets and silverware trays for any crumbs or dirt

Other than consumables provided for guests, discard all food left in cabinets and refrigerator.

Check to be sure all consumables are present and filled. Wipe down bottles, jars, and canisters.

Clean and sanitize down all surfaces: sinks, windowsills, backsplashes, countertops, and prep areas.

Clean cabinets, table, chairs.

Empty trash can, spray with disinfectant to deodorize, and replace bag liner

Appliances:

o   Exteriors should be cleaned and polished
o   Clean interior of refrigerator, baking soda should be replaced monthly
o   Clean inside of microwave, toaster oven, and oven.
o   Shake out any crumbs from toaster
o   Empty ice trays and ice maker
o   Clean coffee maker inside and out

Sweep and mop floors.

Refill paper towels, liquid soap, and dishwashing soap

Set out clean dish towels, and clean sponge

Be sure washer and dryer are empty

Empty lint trap

Dust off tops of washer and dryer

Sweep and mop floor

Empty trash cans, replace liners

Ensure laundry detergent, iron, ironing board and fabric softener are all stocked.

Bedrooms (all)

Check room for any items left behind by guests: in drawers, closets, under the bed, behind headboard and nightstands.

Change mattress pad, sheets, pillowcases, and duvet cover. Make up bed "hotel style" with tight corners and attractive appearance. Arrange pillows and cushions.

Check mattress protector, pillow protectors, blankets and linens for any signs of damage, stains, or wear. If damaged, report and replace with a clean one.

Blankets and comforters should be laundered every two weeks.

Vacuum floor and under beds, nightstands, and dressers.

Remove all trash from cans, replace liners.

Wipe all surfaces with disinfectant.

Dust furniture, decorations, ceiling fans, blinds, windowsills. Be sure there are no dead insects behind blinds.

Fold up luggage racks in closets.

Be sure there are 2 spare pillows and 2 spare blankets in each closet's plastic storage bin.

Place unopened bottle of water on nightstands.

Family/Living Room

Put away any games, DVDs, and video games. Check to ensure each video game and DVD is in its case.

Check to ensure all cables are present and devices all turn on.

Check sofas and chairs for anything fallen into cushions. Remove cushions and vacuum underneath. Spot or steam clean any spots to upholstery and report any damage.

Test television to be sure it works properly.

Dust windowsills and blinds. Be sure there are no dead insects behind blinds.

Dust and clean furniture, ceiling fans, and lamps.

Straighten pillows, fold couch blankets.

Vacuum floors, rugs, and carpet.

Bathrooms

Clean and sanitize all surfaces: showers, bathtubs, vanity tops, sinks, and backsplashes.

Clean and polish surfaces and tile.

Clean and polish mirrors.

Clean and polish bath fixtures.

Clean and sanitize toilets: scrub outside, inside, around base, under ring, under lid, and around tank. Treat any mineral buildup or stains.

Sweep and mop floors, removing all hair from corners, walls, and crevices.

Remove trash, sanitize trash cans and replace liners.

Clean shower doors and curtains, checking for water spots, mildew, and other stains.

Check all drawers and cabinets for any items or debris left behind by guests.

Replenish toilet paper with new roll, ensure there are at least 2 unused rolls in toilet paper holder. Check tissue box (should be about half full).

Refill liquid hand soap and toiletries (shampoo, body wash)

Set out clean towels, washcloths, hand towels, and bath mat. 2 hand towels, 4 washcloths, 2 bath towels per guest. 1 bath mat per bathroom.

Check used towels for stains, damage, wear & tear.

Home Exterior/Deck/Patio/Garage

Home Exterior/Deck/Patio/Garage

Return any dishes and glassware left outside to kitchen.

Straighten outdoor patio furniture and check cushions and umbrella for any damage or stains.

Check barbecue grill. If needed, wipe down exterior and scrub grill with wire brush.

Sweep up any dust, leaves, dead insects, etc.

Take out any trash left outside and place in bins.

Sweep off doorstep, shake rug.

Pick up any food service items, cigarette butts, pet droppings, or trash left on property.