**Cleaning Checklist**

This list is not comprehensive and can be used as a template to create or customize your own.

**Kitchen**

* Wipe down and disinfect the outside of all the appliances, worktops, drawers, and cupboards
* Clean all the dishes
* Clean the stove
* Clean hoods and vents
* Wipe down the microwave inside and out
* Wipe down the inside of the refrigerator
* Clean the sink and sink drain
* Throw out leftover food
* Replace the dirty garbage bag with a clean one
* Make sure all utensils are there (spoons, forks, knives, etc…)
* Restock Welcome Basket

**Living room**

* Dust all surfaces and polish wood furniture
* Disinfect light switches and all remotes
* Vacuum all sofas and under furniture
* Mop hard-surface floors and vacuum all rugs
* Clean away all cobwebs
* Clean windows
* Dust baseboards and moldings

**Bathroom**

* Sanitize and clean toilet
* Clean and sanitize sinks, tub, and/or shower
* Make the faucet and the mirror shine with a window cleaner
* Clean tile surfaces and grout
* Clear the tub/shower drain from hair or blockages
* Change/launder bathroom linen
* Replace Toilet Paper. Have 2 extra rolls available
* Replace hand soap, shampoo, and conditioner

**Bedroom**

* Replace the used linens of slept-in beds with fresh ones
* Clear any trash
* Dust all surfaces
* Clean windows
* Disinfect light switches or remotes
* Dust/clean light fixtures/ceiling fans
* Empty out all dressers and closets
* Polish furniture
* Vacuum under the bed for dust
* Sweep or vacuum the floor

**Final Checklist**

* Inspect the property and remove left-behind items
Make sure all lights are working, TV and remote works,
* Wash and change sheets and towels and make the beds
* Clean the kitchen and put away the dishes, toaster, kettle, stove, and other utensils
* Dust furniture and other surfaces
* Sweep and mop floors and vacuum carpets and rugs
* Clean toilets, bathtubs, and showers
* Wipe countertops, door handles, and light switches
* Take out the trash
* Restock coffee, trash bags, paper towels, hand soap, shampoo, and dish soap
* Make sure there are extra bath towels, hand towels, and face cloths
* Make sure home looks similar to pictures
* Turn off all lights and air conditioning
* Make sure the outdoor areas are clear of trash or debris
* Do a final scan of the whole house and add finishing touches

**Damage and Claims**

* Take pictures or videos of damages we need to charge guest for
* Send pictures or video to guest services team in What’s App group chat
* If needed, replace damaged item, and send receipts to What’s App group chat