



# Departure Cleaning Checklist

Created by Loop Pure Cleaning  
Cleaning LLC

This checklist is designed to make lives easier and ensure short-term rental units are guest-ready and perfectly cleaned every time. This guide is used by our pros to achieve consistent, top-quality cleaning for every departure cleaning session.

**To ensure a smooth and professional start, here's what Loop Pure cleaners Do every time upon arrival at the property:**

## **Upon Arrival Tasks**

### **Perform a Quick Walkthrough**

- Check for any visible damages or items left behind by previous guests.
- Note any issues to report immediately.

### **Verify Supplies**

- Ensure cleaning supplies, linens, and toiletries are available and restocked.
- Confirm that you have everything needed to complete the cleaning session.

### **Photograph the Starting Condition**

- Take before photos to document the property's current state.
- These photos can be useful for resolving disputes or showing progress.

### **Open Windows (if possible)**

- Allow fresh air to circulate while cleaning, if weather permits.

### **Prepare for Cleaning**

- Set up cleaning supplies in a convenient location.
- Wear gloves and other protective gear if necessary.

# **Cleaning Tasks**

## **General Cleaning**

- Dust all surfaces, including furniture, shelves, and baseboards.
- Wipe down mirrors, windows, and glass surfaces.
- Sweep, vacuum, and mop all floors.
- Remove all trash and replace liners.
- Sanitize high-touch areas (light switches, doorknobs, remote controls).

## **Living Room**

- Arrange furniture neatly.
- Inspect and remove stains or marks on furniture and walls.
- Fluff pillows and fold throws.
- Clean and organize TV stands, tables, and decorative items.

## **Kitchen**

- Wash and put away all dishes, cookware, and utensils.
- Wipe countertops, backsplash, and exterior surfaces of appliances.
- Clean inside the microwave, fridge (remove expired items), and oven if needed.
- Sanitize the sink and faucet.
- Sweep and mop kitchen floor.

# **Cleaning Tasks**

## **Bedrooms**

- Strip used linens and replace them with fresh ones.
- Dust all surfaces, including bedside tables and lamps.
- Check under beds and in closets for forgotten items.
- Arrange beds neatly with pillows fluffed and decor aligned.

## **Bathrooms**

- Scrub and disinfect sinks, faucets, and countertops.
- Clean mirrors and polish chrome fixtures.
- Scrub showers, bathtubs, and toilets.
- Replace used towels with fresh ones.
- Replenish toiletries (soap, shampoo, toilet paper, etc.).

## **Laundry Area (if applicable)**

- Wash and dry used linens and towels.
- Empty the lint trap in the dryer.
- Wipe down washer and dryer surfaces.

## **Final Touches**

- Close all windows
- Ensure all lights and electronics are turned off.
- Leave a welcome note or small gift for the next guest (if provided).
- Perform a final walk-through to ensure everything is spotless and in place.
- Report any damages immediately. - Leave all lights off.
- Set thermostat to a comfortable temperature if there is a same-day check-in.
- Take before and after photos to prove the details and decoration were done.