



C l e a n i n g

Turnover Checklist

CLEANING CHECKLIST

Enter the date of your cleaning visit at the top of the checklist, then initial the appropriate box when each task is completed.

DATE							
KITCHEN							
Remove all food from refrigerator							
Clean & sanitize refrigerator							
Load, run, empty dishwasher							
Clean & sanitize surfaces (countertops, tables, cabinets, etc.)							
Clean & sanitize appliances (microwave, range, toaster, coffee maker, dishwasher, etc.)							
Sanitize handles & knobs (doors, cabinets, appliances, faucets, etc.)							
Sanitize light switches							
Sweep & mop floor							
Vacuum rugs							
Clean & polish windows/sills							
Take out trash							
Clean & sanitize trash can							
ALL LIVING AREAS							
Clean & sanitize surfaces (coffee tables, side tables, consoles, etc.)							
Sanitize handles & knobs (doors, cabinets, table drawers, etc.)							
Sanitize electronics (remote controls, speakers, entertainment systems, etc.)							
Sanitize light switches							
Sweep & mop floors							
Vacuum rugs							



Wash pillows & throw blankets							
Clean & polish windows/sills							
Take out trash							
Clean & sanitize trash cans							
BEDROOMS							
Wash & change linens (sheets, pillow cases, comforter, throw blankets, etc.)							
Clean & sanitize surfaces (dressers, nightstands, chests, etc.)							
Sanitize handles & knobs (doors, closets, drawers, armoires, etc.)							
Sanitize electronics (remote controls, speakers, entertainment systems, etc.)							
Sanitize light switches							
Sweep & mop floors							
Vacuum rugs							
Dust lamps, fans, blinds							
Clean & polish mirrors							
Clean & polish windows/sills							
Take out trash							
Clean & sanitize trash cans							
BATHROOMS							
Wash & change towels							
Clean & sanitize toilets, sinks, showers, tubs							
Clean & sanitize surfaces (countertops, etc.)							
Sanitize handles & knobs (sink/shower faucets, toilets, drawers, cabinets, etc.)							
Sanitize light switches							
Sweep & mop floors							
Clean & polish mirrors							



Clean & polish windows/sills							
Take out trash							
Clean & sanitize trash cans							
LAUNDRY AREA (if applicable)							
Empty washer & dryer							
Remove dryer lint							
Sanitize handles & knobs (washer, dryer, laundry baskets, etc.)							
Sanitize light switches							
Sweep & mop floor							
Vacuum rugs							
Take out trash							
Clean & sanitize trash cans							
EXTERIORS							
Clean & sanitize patio furniture (chairs, tables, BBQ, etc.)							
Sanitize door handles & knobs							
Sanitize light switches							
Sweep patio							

PRE-STAY CHECKLIST

Enter the date of your visit at the top of the checklist, then initial the appropriate box when each task is completed.

DATE							
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CLEANLINESS

Confirm property has been thoroughly cleaned & Cleaning Checklist is complete							
Confirm dishwasher has been unloaded & all dishes are put away							
Confirm bed linens have been washed & all beds are made							
Confirm all towels have been cleaned & put away							
Confirm washer & dryer have been emptied							
Confirm all garbage has been removed from property							

FUNCTIONALITY

Confirm all appliances are functioning (refrigerator, dishwasher, coffee maker, etc.)							
Confirm all electronics are functioning (TV, speakers, wifi router, etc.)							
Confirm all faucets are functioning & have hot water							
Confirm all smoke alarms are functioning							
Test all lights & replace burnt-out bulbs							



COMFORT

Confirm all supplies have been replenished (reference Post-Stay Checklist)

Confirm fresh towels are available in bathrooms

Set thermostat to owner's preference

Place welcome book where guests will see it

SECURITY

Confirm keys are properly located for next guest

For keyless entry, set & test door code

Confirm windows & exterior doors are locked

POST-STAY CHECKLIST

Enter the date of your visit at the top of the checklist, then initial the appropriate box when each task is completed.

DATE								
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CLEANLINESS								
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Coordinate cleaning services & ensure Cleaning Checklist is accessible for use								
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FUNCTIONALITY								
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Confirm all appliances are functioning (refrigerator, dishwasher, coffee maker, etc.)								
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Confirm all electronics are functioning (TV, speakers, wifi router, etc.)								
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Confirm remote controls are functioning & replace batteries if necessary								
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Confirm no essential household items are broken (soap dispensers, handles, dishware, etc.)								
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Test all lights & replace burnt-out bulbs								
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COMFORT								
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Set thermostats to the correct temperature								
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Replenish supplies, including:								
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Paper towels								
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Tissues								
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Toilet paper								
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Trash bags								
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Sponges								
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Cleaning Products							
Hand soap							
Body wash/soap							
Shampoo/conditioner							
Dish detergent							
Laundry detergent							
Dryer sheets							

SECURITY

Confirm all keys are accounted for & return to owner-specified location							
Confirm all windows & exterior doors are locked							
Notify owner within 24 hours if anything appears broken or misplaced							