

Airbnb Turnaround Cleaning Checklist:

Upon entering the property:

- 1. Check all doors & windows were closed on guest departure, if not, report to Host.**
- 2. If excessively dirty, take photos and report to Host for Review / Extra Charge Purposes.**
- 3. Note any damaged or missing items, take photos and report to Host.**
- 4. If guest has left any personal items, take photos, and send to guest or host.**
- 5. Collect all trash and dispose.**
- 6. Strip beds and collect all towels & mats for laundry service (either to off-site laundry service or wash onsite)**
- 7. NB Remember to wash mats and then towels, and lastly linens, to ensure sufficient dry time.**
- 8. Collect all dishes, and load dishwasher first load.**
- 9. Proceed to follow below cleaning guidelines per room.**

1. Entrance & Living Areas

- ☐ Sweep and mop floors or vacuum carpets.
- ☐ Dust all surfaces (tables, shelves, TV, electronics, etc.).
- ☐ Wipe down light switches, door handles, and thermostat.
- ☐ Clean windows and mirrors (inside only).
- ☐ Check and replace light bulbs if needed.
- ☐ Fluff and arrange pillows and cushions.
- ☐ Remove any trash and replace trash bags.
- ☐ Check for any stains or damage on furniture and report to the host.

2. Kitchen

- ☐ Clean countertops, sinks, and backsplash.
- ☐ Wipe down appliances (microwave, oven, toaster, coffee maker, etc.).
- ☐ Clean inside the refrigerator and discard any expired food.
- ☐ Wash all dishes, utensils, and cookware or load the dishwasher.
- ☐ Restock dish soap, sponges, and paper towels.
- ☐ Check and restock basic supplies (coffee, tea, sugar, salt, pepper, etc.).
- ☐ Empty trash and replace the trash bag.
- ☐ Sweep and mop the floor.

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3. Bedrooms

- ☐ Strip the bed and replace with fresh linens.
- ☐ Fluff and arrange pillows and blankets.
- ☐ Dust all surfaces (nightstands, dressers, etc.).
- ☐ Wipe down mirrors and windows.
- ☐ Vacuum or mop the floor.
- ☐ Check under the bed for any forgotten items.
- ☐ Ensure closet is clean and stocked with hangers.
- ☐ Replace any decorative items (e.g., books, flowers).

4. Bathrooms

- ☐ Clean and disinfect the toilet, sink, and shower/tub.
- ☐ Wipe down mirrors and glass surfaces.
- ☐ Restock toilet paper, hand soap, and towels.
- ☐ Empty trash and replace the trash bag.
- ☐ Sweep and mop the floor.
- ☐ Check for mold or mildew and clean if necessary.
- ☐ Ensure the shower curtain or door is clean and in place.

5. Outdoor Areas (if applicable)

- ☐ Sweep the patio, balcony, or entrance area.
- ☐ Wipe down outdoor furniture.
- ☐ Empty outdoor trash bins.
- ☐ Check for any debris or hazards (e.g., broken glass, leaves).
- ☐ Ensure the grill is clean and ready for use (if applicable).

6. Final Touches, Preparing for the Guest :

- ☐ Make all Beds, and place rolled towels on beds
- ☐ Ensure open ends of pillowcases face away from the entry door
- ☐ For a crisp look, tuck in duvet, blankets and throws
- ☐ Check all lights and replace bulbs if needed
- ☐ Check remotes are available, backs secured and working and replace batteries if needed.
- ☐ Ensure all picture frames, artwork, mirrors, are straight.
- ☐ Check sufficient gas for stoves or braai's.

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- ☐ Ensure sufficient toilet paper, hand soap, cleaning materials, refuse bags
- ☐ Ensure geyser is on.
- ☐ Ensure all doors and windows are locked.
- ☐ Set the thermostat to the host's preferred temperature.
- ☐ Leave a welcome note , gift or guidebook (if required by the host).
- ☐ Sign Off & Date Airbnb Committed to Clean Certificate (see downloads)
- ☐ Take photos of the property (if required by the host).
- ☐ Report any maintenance issues to the Host
- ☐ Take a final walk through the property with a critical eye, to identify any issues.
- ☐ Confirm the property key or lockbox is secure.
- ☐ Lock up and return keys or access devices as instructed.

This checklist ensures a thorough and efficient cleaning process, leaving the property in excellent condition for the next guests. Adjustments can be made based on the size of the property, specific host requirements, or additional amenities.

This Checklist can also be printed and laminated for cleaning staff to complete, date and sign off with a whiteboard marker, for accountability purposes.

PRO Tip! Take Photos of all rooms and areas (exactly as Host wishes them to be set-up / staged), print and place in a file or taped to the inside of a cleaning cupboard. Include photos of the inside of all drawers and cupboards, for quick reference on the properties inventory.