

TURNOVER SERVICE/CLEANING CHECKLIST



BEDROOMS

Strip all dirty sheets and pillowcases. Wash sheets in home or bagged up to be taken to a facility. (Depending on the property.)

BEDS: Make all beds, check under them for garbage or left-over items. (Upper bunks gets fitted sheet only with comforter, blanket, top sheet and pillowcase folded at the end of the bed.) All other blankets are to be folded and placed on a closet shelf or in a dresser drawer.

FURNITURE: Bedside tables need to be dusted and drawers checked inside, under, and behind for garbage or left items. Lamps dusted. Remotes need to be placed on bedside table closest to the bedroom door.

WINDOWS: Clean all windows for dust/fingerprints and check to make sure they are **locked**. Please close all blinds.

CLOSETS: Extra pillows, pillowcases and extra blankets are to be folded neatly and placed on a shelf. NOT on the floor. If you cannot find room in the closet, please place neatly in a dresser drawer. Push all hangers to one side and check for left over items or debris.

FLOORS: (bedroom AND closet) All to be vacuumed and mopped depending on the floor.

BATHROOMS

WINDOWS: Clean all windows for dust/fingerprints and check to make sure they are **locked**. Please close all blinds.

TOILETS: Sanitized inside and out and around the base/floor/baseboards.

SHOWERS: Sanitized and clear off all soap scum and glass clean of water spots. Handles have no fingerprints or scum on or around them. (If there is a shower curtain, check for mold or wear and tear and notify Windows2TheWalls if they need replaced.)

BATHTUBS: Sanitized and scrubbed from soap scum/bath bomb/sunscreen debris. Assure handles have no fingerprints or scum on or around them.

SINKS: Sanitized and scrubbed from soap scum/toothpaste. Assure handles have no fingerprints or scum on or around them. Wash mirrors.

VANITIES: Check all drawers for left over items or debris. Organize towels, blow dryers etc. that is in or under sinks. And replace any provided supplies that is missing. (Toilet paper, tissues, bar soap, shampoo and conditioner and trash bags.) Wash mirrors.

TRASH: Taken out and bags replaced in the bottom of a **clean** can.

FLOORS: If rugs need to be washed, wash in house, or bagged up to be taken to a facility. Vacuum and mop.

LAUNDRY ROOMS

Please leave and start all personal laundry (hot pads, pillow shams, blankets, etc.) in the washing machine if they need to be laundered.

WINDOWS: Dust, check for fingerprints and check to make sure they are **locked**. Please close all blinds.

WASHER & DRYER: Fill laundry pods, check dryer lint, clean off all dust, soap, and fingerprints on washers and dryers and tabletops. If there is a **sink**, scrub it out with warm soapy water and all water spots from faucet/ handles.

CABINETS & DRAWERS: Organize items and check for debris.

DINING ROOM

Clean tables and chairs of debris before floors are done. (Check on the backs of the seat and seats of chairs for greasy fingerprints or food debris, if cloth seats need cleaned, please notify Windows2TheWalls.)

WINDOWS: Clean all windows for dust/fingerprints and check to make sure they are locked. Please close all blinds.

HUTCHES: Shake out all placemats, dust, and neatly place things.

KITCHEN & BAR AREA

Start on one side and work your way to other side. Always work from right to left or left to right. Countertops cleaned last.

Clean all windows for dust/fingerprints and check to make sure they are **locked**. Please close all blinds.

DISHWASHERS: Are to be emptied if clean and started **Immediately** if not. We cannot leave dishes in the dishwashers. The outside the dishwashers should be free of food, fingerprints, and shined with stainless steel cleaner.

OVENS: Are to be clear of all food, and grease splatter. A pumice stone can be used on any hard grease left on the bottom of the oven. If the bottoms and doors are bad, please use degreaser on them to help break the grease up while the rest of the kitchen is being cleaned. The outside of ovens should be free of food, fingerprints, and shined with stainless steel cleaner.

STOVETOPS: Are to be clear of all food, grease splatter in or around the stovetop including the back splash, vent trap, knobs and hood of the stove top. ***If the stove top has electric coils***, the trays need to be removed, washed, and the stove top needs to be washed then the trays and coils replaced. ***If the stovetop is glass***, clean and remove all knobs and vent cover. Use cream clean or SOS to help remove any boil/burn marks.

REFRIGERATORS & FREEZERS: Cleaned inside and out and polished if it is stainless steel.

MICROWAVES: Cleaned insides and out AND underneath. If a built in, underneath needs cleaned of all grease and splatter. If it is stainless steel, it needs to be polished with stainless steel cleaner.

CABINETS & DRAWERS: Are to be inspected and cleared of any food/ debris and organized. Wipe the outside & handles if there are spills or food.

POTS & PANS: All pot lids must be free of water spots and fingerprints. Every pot and pan are to be cleared of grease on the inside and outside. Stainless pots and pans are to be cleaned with cream clean or an SOS pad to remove any scorching.

SINKS: Scrub out with warm soapy water. Handles have no fingerprints or scum on or around them. And replace any provided supplies that is missing. (Paper towels, dish soap, dishwasher pods, hand soap, and trash bags.) Leave kitchen towels next to the sink with sponge and soap.

WINDOWS: Check for dust/fingerprints and check to make sure they are **locked**. Please close all blinds.

BAR AREA: Empty dishwasher if there is one. Clean out ice-maker if there is one. Make sure there is no dust or water marks on wine/ drink glasses. Wipe drawers and cabinets inside and out to remove any food debris or drink spills. Wash any windows and make sure they are **locked**. Scrub out the sink if there is one with warm soapy water. Handles have no fingerprints or scum on or around them.

LIVING ROOMS

WINDOWS: Dust for fingerprints and check to make sure they are **locked**. Please close all blinds.

FURNITURE: Dust every surface and leave the channel guide on the center coffee table with remotes

COUCHES & RECLINERS: Check inside and underneath for remotes, any debris or left items. Vacuum inside and under if needed. Place the pillows nice and neatly. Fold blankets and place neatly in a designated spot.

FIREPLACE: Remove all debris into a metal bin provided at the home for the ashes.

Check picture frames for dust and clean if needed.

GAME ROOMS/OFFICES

WINDOWS: Dust for fingerprints and check to make sure they are **locked**. Please close all blinds.

FURNITURE: Dust every surface and leave the channel guide on the desk/table with the remotes.

Organize all games and wipe down any pool table ledges, air hockey tables, or arcade games.

FRONT & BACK PATIOS

BBO: Scrape what grease is in the drip tray into the garbage then run the drip tray in hot water and soap to clean it out. If there is food on the grill, you may need to turn it on to burn off the food then scrape it with the tools provided at the home. Wipe down any grease, splatter, or food from the side burners, lids, and handles/knobs.

WINDOWS & DOORS: Doors need to be washed inside and out. The outside windows that are easily accessible need to be cleaned.

PATIO FURNITURE: Cushions and tables needs to be wiped down and placed neatly.

All food and trash near or around the patios is to be removed. PLEASE NOTIFY ME IF PROPANE NEEDS TO BE RE-FILLED

When returning into the home, lock all doors and close blinds if they have them.

If there is access to a broom or blower, please clear patio grounds of any debris.

GARAGES

All entrances need to be **locked**.

Refrigerators and freezers need cleaned out. Stainless steel cleaner if needed.

Any toys, and bikes, need organized and any trash left behind taken out.

Ping pong tables need to be wiped down and any balls and paddles to be placed on the table or provided area.

If there is access to a broom or blower, please clear garage floors of any debris.

TRASH ROOM/ENCLOSURE

Pick up any trash on the floor area and make sure all lids are on the cans and gates or doors completely shut to avoid critters from making a mess.

If the garbage area is full, please contact Windows2TheWalls so we can make sure it is cleared out for the next guest.

EXTRA

Please notify us of any of the following

Light bulbs or batteries that need to be replaced.

Any personal linens looking dingy and need to be drycleaned or replaced.

If there are any carpets needing to be cleaned.

Any dishes that may be broken.

Dishes, pots, pans, baking sheets, etc. that need to be replaced.

If the home is NOT a pet home, please notify Windows2TheWalls of any evidence of a pet.

If there is ANYTHING in the home that is broken due to guest neglect.