

DETAILED VACATION RENTAL CLEANING & TURNOVER CHECKLIST

Inspection-grade • guest-ready • room-by-room quality control

PROPERTY	_____	DATE	_____
	-		-
CLEANER	_____	SAME-DAY TURNOVER	YES / NO
	-		

PURPOSE Complete every applicable item so the property is clean, sanitized, organized, stocked, inspected for damage, and fully guest-ready before departure. Property-specific instructions override this general checklist when documented and approved. Complete the Property-Specific Turnover Standards section for each property so cleaners never have to guess at setup or par levels.

PHOTO STANDARD Photograph and report damage, missing items, maintenance issues, unusual conditions, low inventory, or anything that could affect the next guest. Include a close-up and a wider context photo when helpful.

KITCHEN & DINING

Counters, Cabinets & Storage

- ☐ Remove crumbs, food residue, grease, spills, and debris from countertops.
- ☐ Clean and sanitize all countertops, including corners, edges, seams, and areas behind small appliances.
- ☐ Wipe cabinet doors, drawer fronts, handles, pulls, and frequently touched surfaces.
- ☐ Open and inspect every accessible drawer and cabinet; remove crumbs, spills, hair, or debris as needed.
- ☐ Return dishes, cookware, utensils, glasses, and supplies to designated locations and leave storage areas organized.
- ☐ Check for broken dishes, damaged cookware, missing utensils, or damaged cabinet hardware; photograph and report issues.

Backsplash, Sink & Fixtures

- ☐ Clean the entire backsplash, especially grease buildup behind the stove and food splatter near preparation areas.
- ☐ Clean and sanitize the sink basin, drain area, faucet, handles, and surrounding surfaces.
- ☐ Remove water spots, soap residue, food debris, and mineral buildup; leave the sink clean and polished.

Appliances

☐	Wipe and polish appliance exteriors, handles, and control panels.
☐	Clean the microwave interior and turntable; remove all food splatter.
☐	Inspect and clean the oven and stovetop as needed, including removable grates and grease around burners.
☐	Clean the range hood and underside if greasy.
☐	Inspect the refrigerator interior for spills, crumbs, leaks, or food; wipe shelves and drawers as needed.
☐	Dust and wipe the top of the refrigerator.

Refrigerator Food Policy

☐	Remove all opened food left by previous guests, including leftovers, opened beverages, produce, takeout containers, and perishables.
☐	Only leave approved squeezable condiments when permitted.
☐	Discard anything expired, spoiled, leaking, contaminated, or questionable.
☐	Confirm the refrigerator is clean and has no unpleasant odor before closing it.

Dishwasher

☐	Check the dishwasher early in the turnover.
☐	Unload all clean dishes and inspect them for food residue, grease, lipstick, or water spots before putting them away.
☐	Rewash anything that is not completely clean.
☐	Leave the dishwasher empty whenever possible; if it is still running when you must leave, notify management.

Dining Area, Trash & Floors

☐	Clean and sanitize dining tables, including edges and visibly dirty legs or bases.
☐	Wipe chairs and remove crumbs, spills, fingerprints, and stains; straighten chairs evenly.
☐	Empty kitchen trash, clean the bin inside and outside as needed, and install a clean liner.
☐	Vacuum or sweep thoroughly, including corners, baseboard edges, under tables, and around chair legs.
☐	Mop all hard flooring and inspect for hair, streaks, footprints, crumbs, and sticky spots.

BATHROOMS

Counters, Vanity & Sink

- ☐ Remove hair, dust, toothpaste, soap residue, makeup, and water spots.
- ☐ Clean and sanitize vanity counters, sink basin, drain area, cabinet fronts, handles, and faucet fixtures.
- ☐ Inspect under-sink cabinets for leaks, spills, guest belongings, or damage.
- ☐ Arrange approved bathroom supplies neatly.

Mirrors, Lighting & Ventilation

- ☐ Clean mirrors completely and check from multiple angles for streaks.
- ☐ Wipe the light bar and accessible fixtures; remove dust and fingerprints.
- ☐ Confirm bathroom lights and exhaust fan are functioning; report unusual noise or failure.

Toilet

- ☐ Clean and disinfect the bowl, under the rim, seat, lid, hinges, flush handle, tank, exterior bowl, and base.
- ☐ Clean the floor immediately around and behind the toilet.
- ☐ Confirm there is no hair, residue, dust, or odor; leave the lid closed.

Shower & Bathtub

- ☐ Remove hair from the tub, shower floor, drain, walls, niches, shelves, and soap holders.
- ☐ Clean and disinfect the tub or shower and remove soap scum and visible mineral deposits.
- ☐ Polish fixtures and handles; inspect drainage and report slow or blocked drains.
- ☐ Clean glass shower doors inside and outside and leave them streak-free.
- ☐ Wash shower curtains when visibly dirty or as scheduled; close curtains or doors properly after cleaning.

Towels, Supplies & Trash

- ☐ Remove used towels and bath mats and replace with clean items according to property setup.
- ☐ Inspect clean linens for stains, tears, wear, or hair before placing them.
- ☐ Restock toilet paper and approved toiletries; clean and fill dispensers where applicable.
- ☐ Wipe the toilet-brush and plunger containers and position them neatly.
- ☐ Empty bathroom trash, clean bins inside and outside, and install clean liners.

LIVING ROOM

Furniture & Presentation

☐	Inspect under furniture and couch cushions; remove crumbs, dirt, hair, and debris.
☐	Check for guest belongings before discarding anything.
☐	Dust furniture and wipe visible fingerprints or spills.
☐	Straighten furniture, fluff pillows, fold blankets, and stage the room neatly.

TV, Glass & Floors

☐	Gently wipe the TV screen using a screen-safe method; never spray cleaner directly on the screen.
☐	Wipe remote controls and return them to their designated locations; report missing or damaged remotes.
☐	Clean patio doors inside and outside, including fingerprints around handles and visible debris in tracks.
☐	Vacuum rugs and carpet thoroughly; sweep or vacuum hard floors and mop applicable surfaces.

Same-Day Turnover Setup

☐	Leave designated end-table lamps on for same-day turnovers.
☐	During summer, leave ceiling fans on when required by property instructions.
☐	Confirm lighting, window coverings, pillows, blankets, and furniture create a welcoming first impression.

BEDROOMS

Furniture, Closets & Hidden Areas

☐	Dust nightstands, dressers, headboards, bed frames, lamps, and accessible furniture.
☐	Check under every bed and inside closets, cabinets, and drawers for trash, dust, or guest belongings.
☐	Group hangers neatly together in closets.
☐	Report valuable or important guest belongings instead of discarding them.

Bedding

☐	Remove and wash used sheets at every cleaning.
☐	Inspect mattress and pillow protectors for stains or damage and report or replace as needed.
☐	Use only clean linens with no visible stains, hair, or damage.
☐	Wash blankets and duvet covers weekly or sooner when needed; use available extras as necessary.
☐	Make beds tightly and consistently, smooth wrinkles, center pillows, and arrange decorative pillows professionally.

Presentation & Floors

☐	Leave bedside lamps on for same-day turnovers when instructed.
☐	Open curtains and slightly open blinds when required.
☐	During summer, leave ceiling fans on when instructed.
☐	Vacuum carpet and hard floors thoroughly, including edges and under accessible furniture; mop applicable hard flooring.

LAUNDRY ROOM

Washer, Dryer & Sink

☐	Wipe washer and dryer exteriors and control panels carefully.
☐	Inspect washer and dryer drums for forgotten items or linens.
☐	Clean the dryer lint filter after use.
☐	Clean and sanitize the laundry sink, drain area, faucet, and fixtures.
☐	Report leaks, unusual noises, error codes, or malfunctioning equipment.

Supplies, Storage & Trash

☐	Restock dryer sheets and laundry pods and report low inventory.
☐	Keep laundry chemicals, cleaning supplies, cabinets, pool toys, and other stored items neatly organized.
☐	Keep pathways clear and safe.
☐	Empty laundry trash, clean the bin inside and outside as needed, and replace the liner.

OUTSIDE / EXTERIOR / PATIO / GARAGE / Comprehensive exterior turnover inspection

EXTERIOR STANDARD The exterior is the guest's first impression. Clean, stage, inspect, secure, and photograph outdoor areas with the same attention used inside the home.

Front Entry, Porch & Arrival Experience

☐	Sweep the front porch, entry landing, walkway, and steps; remove leaves, dirt, cobwebs, litter, and visible debris.
☐	Clean the front door, door frame, threshold, sidelights, and glass; remove fingerprints, dust, smudges, and insect residue.
☐	Wipe exterior door handles, knobs, locksets, keypads, smart locks, doorbells, and frequently touched entry hardware.
☐	Clean and straighten the doormat; shake or vacuum it as appropriate and replace or report it if excessively worn or damaged.
☐	Remove cobwebs from corners, eaves, porch ceilings, railings, light fixtures, and around entry doors within safe reach.
☐	Wipe outdoor light fixtures within safe reach and confirm required bulbs are working; report burned-out or damaged fixtures.
☐	Confirm house numbers, entry signage, and access instructions are visible, clean, and unobstructed.
☐	Check the entry area for visible trip hazards, loose mats, damaged steps, broken railings, or other safety concerns and report them.

Exterior Windows, Screens & Doors

☐	Inspect exterior-facing windows and glass doors for fingerprints, smudges, heavy dust, bird residue, or obvious streaks; clean accessible surfaces as needed.
☐	Inspect window and door screens for tears, holes, loose frames, or damage and report issues.
☐	Clean accessible window sills, tracks, thresholds, and sliding-door tracks; remove sand, leaves, insects, and debris.
☐	Confirm patio and sliding doors open, close, latch, and lock properly; report sticking, damaged tracks, or hardware problems.
☐	Confirm exterior doors are secure and weather seals are not obviously detached or damaged.

Patio, Deck, Balcony & Outdoor Floors

☐	Sweep decks, patios, balconies, outdoor kitchens, breezeways, and other guest-use exterior surfaces.
☐	Remove leaves, dirt, sand, food, cigarette debris, pet hair, insects, and trash from corners and beneath furniture.
☐	Clean visible spills or sticky areas on outdoor flooring using a surface-safe method.

☐	Inspect railings, stairs, gates, and deck boards for obvious damage, looseness, splinters, or safety concerns and report them.
☐	Confirm drainage areas are not visibly blocked by leaves or debris when accessible.

Outdoor Furniture, Cushions & Staging

☐	Check beneath outdoor furniture and cushions; remove crumbs, leaves, hair, sand, insects, trash, and debris.
☐	Wipe tables, chairs, loungers, benches, side tables, and other outdoor furniture as needed.
☐	Inspect cushions and pillows for stains, tears, mildew, excessive moisture, or damage and report issues.
☐	Straighten furniture and arrange cushions and pillows consistently and neatly.
☐	Align pool loungers and patio seating so the area looks intentional, balanced, and guest-ready.
☐	Close or secure umbrellas when property instructions require it; report damaged frames, fabric, bases, or mechanisms.
☐	Check outdoor storage boxes and approved cabinets for organization, debris, pests, or standing water.

Outdoor Entertainment & Electronics

☐	Gently wipe outdoor TV screens using a screen-safe method; never spray cleaner directly onto a screen.
☐	Wipe remotes and return them to designated locations; report missing or damaged remotes.
☐	Wipe outdoor speakers, game tables, entertainment surfaces, and controls when applicable.
☐	Confirm cords and visible electrical equipment appear intact; report exposed wires, damaged covers, or obvious hazards.

Grill, BBQ & Outdoor Kitchen

☐	Clean grill grates and interior cooking surfaces according to property requirements; remove excessive grease and food residue.
☐	Wipe the grill exterior, handles, knobs, shelves, side tables, and surrounding preparation surfaces.
☐	Empty or clean grease trays when required and safe to do so; report excessive grease buildup or damage.
☐	Clean and organize approved BBQ tools; report missing, broken, or heavily soiled utensils.
☐	Check propane levels and report when low; confirm spare tanks are stored safely if applicable.
☐	Inspect propane hoses and connections visually for obvious damage; do not attempt repairs.
☐	Turn propane off at all grills after the final inspection unless property instructions state otherwise.
☐	For built-in outdoor kitchens, wipe sinks, faucets, counters, cabinet fronts, refrigerator exteriors, and other guest-use surfaces.

Fire Pit / Fireplace Area

☐	Remove trash, cups, food debris, and loose ash from the fire-pit area when applicable and safe.
☐	Straighten seating and clean nearby tables.
☐	Confirm gas controls are off after inspection unless property instructions require another setting.
☐	Report damaged components, excessive soot, missing fire-pit covers, or unsafe conditions.

Pool, Spa & Pool Deck Observation

☐	Visually inspect pool and spa water; report unusual color, cloudiness, low water level, excessive debris, or strong visible contamination.
☐	Report equipment alarms, pump issues, damaged skimmer lids, broken gates, damaged fencing, or other obvious pool-safety concerns.
☐	Remove light surface debris from the pool deck and straighten pool furniture when within cleaning scope.
☐	Arrange pool loungers, side tables, and approved pool accessories neatly.
☐	Organize pool toys and floats in their designated storage area; discard only clearly approved trash.
☐	Inspect outdoor showers and rinse stations for visible dirt, standing water, leaks, or damage when present.
☐	Do not perform chemical balancing or mechanical pool maintenance unless specifically authorized and trained.

Landscaping, Yard & Grounds

☐	Walk the accessible yard and property perimeter; pick up visible trash, cans, cups, wrappers, toys, and windblown debris.
☐	Check lawn, gravel, planters, and landscaped areas for obvious guest trash or debris.
☐	Remove visible pet waste from guest-use areas when part of the property cleaning scope; report excessive accumulation.
☐	Visually inspect landscaping for broken irrigation, leaking emitters, standing water, fallen branches, major plant damage, or dead areas and report concerns.
☐	Check hose bibs, outdoor faucets, and visible hoses for active leaks or damage; report issues and leave valves fully off unless instructed otherwise.
☐	Confirm gates are closed and latched as required and report broken latches, hinges, or fence damage.
☐	Report signs of pests, nests, rodents, snakes, or other hazards rather than attempting unsafe removal.

Mailbox, Deliveries & Guest Items

☐	Check the mailbox when required and place mail in the designated secure storage area.
☐	Bring packages or deliveries to the approved location according to property instructions.
☐	Do not discard mail, packages, keys, or guest belongings unless specifically authorized.

- ☐ Report important or unusual items left outside the property.

Trash, Recycling & Curbside

- ☐ Follow the property-specific trash and recycling schedule.
- ☐ Bring bins in from the curb when required and return them to the designated storage position.
- ☐ Place bins at the curb when instructed, oriented and spaced correctly for collection.
- ☐ Check lids and surrounding ground for loose trash; remove debris and wipe visibly dirty handles when needed.
- ☐ Confirm bins do not block walkways, driveways, gates, garage doors, or guest parking.

Garage, Carport & Utility Areas

- ☐ Check garage and carport areas for trash, guest belongings, sand, leaves, insects, leaks, pests, or damage.
- ☐ Sweep obvious debris from guest-use garage areas when within scope.
- ☐ Straighten stored supplies, recreation items, pool equipment, and approved cleaning items.
- ☐ Keep walkways, doors, electrical panels, and safety equipment unobstructed.
- ☐ Confirm garage doors are closed and secured as required; report unusual noises, sensor issues, or visible damage.
- ☐ Report oil leaks, water intrusion, strong odors, pest activity, or other unusual conditions.

Exterior Lighting & Night-Arrival Setup

- ☐ Confirm required front porch, driveway, walkway, and entry lights are functioning.
- ☐ Turn on designated exterior lights for guest arrival according to property instructions.
- ☐ Wipe accessible light fixtures and remove cobwebs or insect debris as needed.
- ☐ Report burned-out bulbs, damaged fixtures, nonworking timers, or motion sensors.

Final Exterior Photo & Presentation Check

- ☐ Stand at the curb or normal guest approach and inspect the overall first impression.
- ☐ Confirm the entry, patio, pool area, outdoor furniture, bins, and garage/carport look orderly and guest-ready.
- ☐ Take required completion photos of the front entry and key outdoor spaces when property procedures require them.
- ☐ Photograph and report damage, missing items, maintenance concerns, low propane, safety hazards, or unusual conditions before leaving.

USE THIS PAGE Enter the approved setup and par levels for this specific property. These fields prevent cleaners

from guessing about counts, temperatures, trash days, food exceptions, staging, and required photos. If a field is blank or unclear, follow the master checklist and confirm the standard with management before changing the setup.

Property Profile & Occupancy

PROPERTY DETAIL	APPROVED STANDARD / VALUE	NOTES
Property / Listing Name	_____	_____
Maximum Guest Occupancy	_____ guests	_____
Bedrooms / Sleeping Areas	_____	_____
Bathrooms / Half Baths	_____	_____
Bed Configuration	_____	King / Queen / Twin / Sofa / Bunk, etc.
Special Access / Lock Notes	_____	_____

Bedroom, Bed & Linen Setup

ITEM	TARGET PER ROOM / BED	PROPERTY STANDARD / NOTES
Sleeping pillows	_____	_____
Decorative pillows	_____	_____
Sheet set / fitted / flat	_____	_____
Pillowcases	_____	_____
Blanket / duvet / comforter	_____	_____
Spare blanket location	_____	_____
Hangers	_____	_____
Bedside lamps	ON / OFF	_____
Curtains / blinds at departure	OPEN / CLOSED / PARTIAL	_____

Bathroom Linen & Guest-Supply Par Levels

ITEM	TARGET PER BATHROOM / GUEST	RESTOCK LOCATION / NOTES
Bath towels	_____	_____
Hand towels	_____	_____
Washcloths	_____	_____
Bath mat	_____	_____
Pool / spa towels	_____	_____
Toilet paper	_____ rolls	_____

ITEM	TARGET PER BATHROOM / GUEST	RESTOCK LOCATION / NOTES
Facial tissue	_____	_____
Hand soap	_____	_____
Shampoo / conditioner / body wash	_____	_____
Other approved toiletries	_____	_____

Kitchen, Coffee & Consumable Par Levels

ITEM	TARGET	RESTOCK / SETUP NOTES
Paper towels	_____ rolls	_____
Kitchen trash liners	_____	_____
Dishwasher pods	_____	_____
Dish soap / hand soap	_____	_____
Sponge / scrubber	_____	_____
Coffee / tea setup	_____	_____
Coffee filters / pods / creamer	_____	_____
Sugar / sweetener	_____	_____
Salt / pepper / cooking basics	_____	_____
Bottled / filtered water	_____	_____
Other welcome items	_____	_____

Refrigerator & Food Policy

DEFAULT MASTER STANDARD Remove opened guest food and only leave approved squeezable condiments when permitted. List any property-specific exceptions below. Never leave expired, spoiled, leaking, contaminated, or questionable food.

APPROVED TO REMAIN	MUST BE REMOVED	EXCEPTIONS / NOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____

Laundry & Cleaning Supply Par

ITEM	TARGET	STORAGE / REORDER POINT
Laundry pods / detergent	_____	_____
Dryer sheets	_____	_____

ITEM	TARGET	STORAGE / REORDER POINT
Spare sheet sets	_____	_____
Spare towels / bath mats	_____	_____
Cleaning chemicals	_____	_____
Trash bags / liners	_____	_____
Paper products backup	_____	_____

Trash, Recycling, Mail & Curbside Instructions

DETAIL	PROPERTY-SPECIFIC STANDARD
Trash collection day(s)	_____
Recycling collection day(s)	_____
Bins go to curb	_____
Bins return from curb	_____
Bin storage location	_____
Mailbox / mail handling	_____
Package / delivery handling	_____

HVAC, Fans, Lights & Arrival Staging

SETTING	APPROVED TARGET / ACTION	SEASONAL / SPECIAL NOTES
Cooling / A/C	_____ °F	_____
Heating	_____ °F	_____
Ceiling fans	ON / OFF / SPECIFIC ROOMS	_____
Entry / living-room light	ON / OFF	_____
Bedroom / table lamps	ON / OFF	_____
Exterior / porch lights	ON / OFF / TIMER	_____
Curtains / blinds	OPEN / CLOSED / PARTIAL	_____

Exterior, Pool, Grill & Recreation Standards

DETAIL	APPROVED STANDARD / LOCATION	NOTES
Pool / spa furniture layout	_____	_____
Pool towel count / placement	_____	_____
Pool toys / floats storage	_____	_____
Grill / BBQ tool placement	_____	_____

DETAIL	APPROVED STANDARD / LOCATION	NOTES
Minimum propane level / backup tank	_____	_____
Fire-pit setup / cover	_____	_____
Outdoor cushions / covers	_____	_____
Pet-waste expectation	_____	_____
Gate / fence position	_____	_____
Garage / carport setup	_____	_____
Outdoor games / recreation items	_____	_____

Required Completion Photos

☐	Front entry / guest arrival view.
☐	Kitchen and dining room after final staging.
☐	Living room / primary common area.
☐	Each bedroom with completed bed presentation.
☐	Each bathroom after towel and amenity setup.
☐	Thermostat display when required by property procedure.
☐	Patio / deck / balcony and outdoor furniture setup.
☐	Pool / spa area when applicable.
☐	Grill / BBQ and propane setup when applicable.
☐	Trash / recycling bin placement when relevant to collection day.
☐	Any damage, missing item, maintenance concern, low inventory, safety hazard, or unusual condition.

Special Instructions, Exceptions & Non-Negotiables

PROPERTY OVERRIDES Document only approved exceptions to the master checklist. Examples: locked owner closets, fragile surfaces, special appliance instructions, pet-specific setup, accessibility equipment, HOA restrictions, noise-sensitive areas, alarm procedures, or items that must never be moved.

AREA / ITEM	APPROVED PROPERTY-SPECIFIC INSTRUCTION
1.	_____
2.	_____
3.	_____
4.	_____

5.	_____
6.	_____

Property Standard Verification

- ☐ All property-specific fields above have been completed or intentionally marked N/A.
- ☐ Cleaner knows where backup linens, consumables, and cleaning supplies are stored.
- ☐ Cleaner knows the approved HVAC, lighting, fan, curtain/blind, and trash-bin settings.
- ☐ Cleaner knows which completion photos are mandatory for this property.
- ☐ Any unclear or conflicting property instruction has been confirmed with management before use.

ONE LAST LOOK / Final property inspection — do not skip

Security & Access

- ☐ Confirm every accessible window is fully closed and locked as required.
- ☐ Check exterior, patio, and sliding doors and secure them according to property instructions.
- ☐ Confirm keypads, lockboxes, keys, and access devices are left exactly as required.
- ☐ Confirm garage doors and applicable gates are closed and secured.

Lighting & Arrival Setup

- ☐ Turn on required front outdoor lighting and leave the designated entryway or living-room light on.
- ☐ Confirm same-day-turnover lamps and seasonal ceiling fans are set as instructed.
- ☐ Report burned-out bulbs or nonworking switches, timers, or fixtures.

Supplies, Dishwasher, Trash & Laundry

- ☐ Confirm kitchen, bathroom, laundry, and guest supplies are fully restocked and arranged neatly.
- ☐ Confirm the dishwasher has been emptied or notify management if a cycle is still running.
- ☐ Check every trash can and outside area; remove all guest and cleaning-generated trash.
- ☐ Check washer and dryer and confirm no linens were accidentally left behind.

Damage & Maintenance Scan

- ☐ Look for broken furniture, damaged walls or doors, broken blinds, missing remotes or linens, stained linens, appliance problems, leaks, slow drains, HVAC issues, window/screen damage, pool or landscaping concerns, pests, missing inventory, or excessive guest damage.
- ☐ Photograph and report all damage, missing items, maintenance issues, unusual conditions, or low inventory

before leaving whenever possible.

☐ Never hide, ignore, or attempt to cover up property damage.

Quality-Control Standard

☐ Property smells clean and neutral.

☐ No visible hair remains on floors, linens, bathrooms, furniture, or drains.

☐ No crumbs or debris remain under furniture, along floor edges, or in obvious hidden areas.

☐ Mirrors, glass, faucets, fixtures, and appliance fronts are clean and streak-free.

☐ Toilets and showers are fully clean, including lower and hidden areas.

☐ Beds are professionally made and towels are evenly arranged.

☐ Countertops are uncluttered; cabinets, drawers, closets, and supplies are organized.

☐ Appliances are clean inside and outside as applicable.

☐ All trash is removed and bins are correctly placed.

☐ Exterior areas are orderly, swept, staged, and free of visible debris.

☐ The property is secured correctly and ready for immediate guest arrival.

☐ Would you be comfortable checking into this property right now?

REPORTING & SIGN-OFF

IMMEDIATELY REPORT Property damage; missing items; broken furniture, appliances, blinds, doors, windows, or screens; plumbing leaks; slow drains; HVAC problems; pool or landscaping concerns; low propane; low inventory; pest activity; significant stains; excessive guest mess; guest belongings; safety hazards; or anything that could affect the next guest.

Thermostat / HVAC

CONFIRM SETTING The prior checklist wording for thermostat temperatures is internally unclear. Use the approved property-specific settings below once confirmed. Do not guess or substitute temperatures.

COOLING / A/C

____ °F

HEATING

____ °F

Property-specific HVAC notes: _____

Cleaner Sign-Off

Property

Date

Cleaner	_____
Arrival Time	_____
Departure Time	_____
Same-Day Turnover	Yes / No
Damage / Maintenance Issues	Yes / No
Photos Submitted	Yes / No / N/A
Supplies Running Low	Yes / No
Management Notified	Yes / No / N/A

FINAL CONFIRMATION I completed all applicable checklist items, documented and reported issues, left the property secured, and verified that the home and exterior are ready for guest arrival.

Cleaner signature: _____

Date / time: _____

Supervisor / QC: _____

Date / time: _____

Completion Photo Record

☐	Front entry / arrival view photographed when required.
☐	Kitchen and dining completion photo captured when required.
☐	Living room / main common area completion photo captured when required.
☐	Each made bed / bedroom presentation photographed when required.
☐	Bathroom presentation photographed when required.
☐	Patio, pool, grill, or key exterior areas photographed when required.
☐	Thermostat / HVAC setting photographed when property procedure requires it.
☐	All damage, maintenance issues, missing items, or unusual conditions photographed and reported.

Issue / Photo Log

AREA	ISSUE / ACTION TAKEN	PHOTO #

Supply Reorder / Follow-Up Notes
