



## Turnover Cleaning Checklist

### Kitchen:

- ❑ Countertops - clean/disinfect counter tops and backsplash
  - Cabinet handles – clean/disinfect all
  - Small Appliances - clean/disinfect and move to clean/disinfect countertop underneath
  - Coffee Pot – empty pot or drip trays and clean/disinfect. Refill Keurig with water if applicable
- ❑ Sink - clean/disinfect basin, faucet and all handles/sprayers
  - Soap dispensers, soap dishes etc. clean/disinfect
- ❑ Window behind sink – clean if applicable
- ❑ Dishwasher/dishes – clean/disinfect exterior and control panel
  - Empty dishwasher if clean, load if dirty dishes in sink and run cycle if full, put away
  - Handwash dishes if applicable
- ❑ Refrigerator – clean/disinfect interior and exterior of refrigerator
- ❑ Stove/Oven – clean/disinfect exterior of stove top, controls, hood fan/vent if applicable and clean interior oven
  - Gas stove – remove grates to clean underneath
  - Ceramic – use ceramic cleaner with scrub sponge or if needed a razor blade to remove debris
- ❑ Microwave – clean/disinfect interior and exterior including glass rotating plate
- ❑ Trash Can – clean/disinfect interior and exterior, foot pedal, remove trash and replace with new liner
- ❑ Light switches – clean/disinfect all
- ❑ Stainless Steel spray – buff into the following if applicable:
  - Refrigerator
  - Oven
  - Microwave
  - Dishwasher
  - Sink/faucet handles/sprayers
  - Trash Can
  - Any stainless small appliance on the countertop

### Bathrooms:

- ❑ Countertops- clean/disinfect counter tops and backsplash
- ❑ Mirror – and frame, wipe down then buff out with light blue microfiber rag
- ❑ Sink - clean/disinfect basin, faucet and all handles
  - Remove all hard water staining, residue and or rust marks in sink
    - Scrub handles and around faucet to remove hard water residue
  - Soap/lotion dispensers, soap dishes, other items located on the counter - clean/disinfect
- ❑ Toilet – Clean/disinfect the tank, handle, seat, bowl and sides/front of toilet to the floor
  - Remove all debris and hard water staining from toilet, hinges and caps
  - Wipe down water line and silver attachment to wall or floor
  - Clean/disinfect all toilet brush holders, plungers, and trashcans
    - Replace trashcan liner if applicable
- ❑ Towel Bars, Toilet Paper Holder – clean/disinfect

- ❑ Shower/Tub – clean/disinfect and dry all walls, built in shelving, tub basin (interior and exterior if applicable), faucets, handles and showerhead
  - Clean and dry all glass shower doors, shower door trim, and or glass walls
    - Shower door tracks – remove debris and or hard water residue
- ❑ Cabinet Handles – clean/disinfect all
- ❑ Light switches – clean/disinfect all

### Bedrooms:

- ❑ Dust all furniture, shelving, decorations, fireplace mantles and lamps
  - Table top decorations – move or pick up to get underneath
  - Picture frames
- ❑ Mirror – and frame, wipe down then buff out with microfiber cloth
- ❑ Strip all bedding for wash\* and remake each
- ❑ Light switches – clean/disinfect all

### Common Areas and throughout the home:

**\*Linens: All linens are washed on the highest heat setting per the manufacture.**

- ❑ Laundry area – clean/disinfect exterior of units
- ❑ Dust all furniture, shelving, decorations, fireplace mantles and lamps
  - Remove debris or fingerprints from table tops/dining room table
- ❑ TV – dust. TV screen if needed, WATER ONLY with microfiber buffing cloth to remove fingerprints
- ❑ Seating areas -vacuum all areas; couches, chairs etc.
  - Clean/disinfect cup holders in seating if applicable
- ❑ Straighten out blankets
- ❑ Fluff pillow and mark top down with a V indent
- ❑ TV remotes – clean/disinfect all
- ❑ Light switches – clean/disinfect all
- ❑ Door handles/knobs - clean/disinfect all
- ❑ Welcome Book – if applicable clean/disinfect
- ❑ Thermostats – clean/disinfect and set to 65 for guest arrival
- ❑ Fan or shade remotes - clean/disinfect all
- ❑ Spot clean windows/glass doors for fingerprints
- ❑ Fireplace – We DO NOT VACUUM THE ASH –
  - Remove ash with provided shovel/bucket if applicable
  - Wipe down exterior of unit for dust/debris and clean glass window if applicable
- ❑ Vacuum all flooring throughout the home; carpet and solid flooring
- ❑ Mop all solid floor; tile, stone, linoleum, hardwood etc.

### Reset Home:

- ❑ Refill Welcome Basket if applicable
- ❑ Kitchen: refill coffee grounds/pods and or sweeteners, paper towels, soap(s)
- ❑ Bathroom: 2 hand towels, 2 rolls of TP, refill or replace toiletries hotel or full size, tissues if applicable
- ❑ Place towel sets out in guest rooms (large bath towel and face cloth) per each sleeping space
- ❑ Take all garbage/recycling out of the home and place in container(s). Bring containers to the street during summer months only