



# CLEANING CHECKLISTS



ArizonaVacationRentalService@gmail.com | 1.602.633.4490

# CLEANING CHECKLIST

We keep the following items in mind when creating your specific property cleaning checklist. In addition, we include any details that are unique to your property.

## KITCHEN

- Load, run and empty the dishwasher
- Clean and sanitize all surfaces including countertops, tables, cabinets, etc.
- Clean and sanitize all appliances including phone, toaster and coffee maker
- Clean and sanitize the inside and outside of the microwave
- Remove all food left in the refrigerator; clean and sanitize
- Replenish supplies including soap, dish detergent, trash bags, and paper towels
- Sweep and mop floors
- Remove trash; clean and sanitize trash can
- Clean and polish windows and windowsills, if needed
- Replace any burnt-out light bulbs

## LIVING AREAS

- Dust all surfaces including end-tables, coffee tables, television and shelves
- Dust all appliances and knick-knacks, including lamps, ceiling fans, blinds and picture frames
- Sweep/mop or vacuum floors
- Remove trash; clean and sanitize trash can, if needed
- Clean and polish windows and windowsills, if needed
- Replace any burnt-out light bulbs

## EXTERIORS (if applicable)

- Wipe down and clean patio furniture including chairs, tables and BBQ
- Sweep entrances and deck
- Replace any burnt-out light bulbs

## BEDROOMS

- Dust and clean all surfaces, including dresser, bedside table, headboard, computer screen, and television
- Dust all appliances and knick-knacks, including lamps, ceiling fans, blinds and picture frames
- Wash and change linens
- Sweep/mop or vacuum floors, including underneath the bed
- Remove trash; clean and sanitize trash can
- Clean and polish windows and windowsills
- Replace any burnt-out light bulbs

## BATHROOMS

- Clean and sanitize all surfaces, including countertops, sink, and faucets
- Clean and sanitize the toilet
- Clean and polish the mirror
- Wash and change towels
- Replenish amenities, including soap, shampoo and conditioner
- Sweep and mop the floor
- Remove trash; clean and sanitize trash can
- Clean and polish windows and windowsills
- Replace any burnt-out light bulbs

## LAUNDRY AREA (if applicable)

- Make sure the washer and dryer are empty
- Remove lint from dryer
- Replenish amenities, including laundry detergent and softener sheets
- Sweep/mop or vacuum floors
- Remove trash; clean and sanitize trash can
- Replace any burnt-out light bulbs

# PRE-STAY CHECKLIST

We keep the following items in mind when creating your specific property cleaning checklist. In addition, we include any details that are unique to your property.

## CLEANLINESS:

- Ensure the property has been thoroughly cleaned
- See that the dishwasher has been unloaded, all dishes are clean and in the correct spot
- Check that bed linens have been replaced and beds have been made
- Look for any items that may be missing or out of place
- Make sure all garbage has been removed from the property

## FUNCTIONALITY:

- Check that all appliances (refrigerator, coffee maker, etc.) are functioning
- Check that all electronics (TV, radio, wireless internet router) are functioning
- Test all lights and replace any burnt out light bulbs
- Check that smoke alarms are functioning
- Ensure that all faucets are functioning and that the hot water works

## COMFORT:

- Set thermostats to a comfortable temperature
- Verify that all supplies have been replenished
- Place welcome book where guests will see it

## SECURITY:

- Make sure all owner valuables are secured in a safe place
- See that keys are in their correct location
- If the home has keyless entry, set the code and double check it, making sure that it works

# POST-STAY CHECKLIST

We keep the following items in mind when creating your specific property cleaning checklist. In addition, we include any details that are unique to your property.

## CLEANLINESS:

- Make sure the guest left the property in the condition in which they found it
- Look for any items that may be missing or out of place

## FUNCTIONALITY:

- Check that all appliances (refrigerator, coffee maker, etc.) are functioning
- Check that all electronics (TV, radio, wireless internet router) are functioning
- Locate remote controls, check that they have fully charged batteries, and place in the correct location
- Test lights and replace any burnt out lightbulbs

## COMFORT:

- Set thermostats to the correct temperature
- Replenish supplies including:
  - Paper towels
  - Trash bags
  - Toilet paper
  - Hand soap
  - Cleaning supplies
  - Dishwasher detergent
  - Laundry detergent
  - Dish soap
  - Shampoo
  - Conditioner

## SECURITY:

- See that all keys are accounted for and placed in the correct location
- Check that all valuables are still in the home
- Make sure all windows are locked
- Notify the homeowner within 24 hours of guest departure if anything is broken or misplaced