

Air Bnb Cleaning Checklist

DO THIS FIRST

- Do not arrive to cleaning before the scheduled time unless you get approval
- Take before pics of all rooms (take pics inside of supply closets as well dirty laundry)
- Change ALL linen, bed sheets, and towels. Put in washer. Finish laundry in the midst of cleaning, never leave laundry in washer.

KITCHEN

- Check inside appliances and cabinets, clean if needed
- check inside fridge and freezer. Make sure no open food is left behind and clean if needed
- wipe down kitchen benches and chairs if applicable
- clean and put away any dishes left out, empty dishwasher (take pic and report to property manager if there are a lot of dirty dishes)
- clean and polish sink, tops, and all other surfaces
- empty trash and replace liners

BATHROOM

- Clean toilet
- Clean sink and mirrors
- Clean bath/shower
- Clean and dry shower glass
- Check drain holes
- Empty trash and replace liners, trash any bars of soaps and used toothbrushes

EVERY ROOM

-Restock Consumables

Restock tea, coffee, bin liners, soap, tissues, shampoo and conditioner, body wash

-Wipe down tables, surfaces, light switches, and lightly dust baseboards. This is a great time to see if any guests left anything behind and under furniture.

-Make sure all lights are working, taps aren't dripping or leaking, fans, ac, and heaters work.

Report to property manager if needed. Take pics and report any damage.

-Stack books and magazines, plump up cushions, straighten rugs, arrange décor items

-Check for marks on walls

-Check for room damage, report to property manager if any

-Tidy up any balconies if applicable

-Sweep, vacuum, mop (swifter)

-Guest ready finishing touches

-Check for hair and dust in every room. Make sure every room is tidy.

-Remove trash from property.

-Take pics of all rooms after cleaning. Make sure you take pics of supply closet as well.

-Put supplies back neatly and take inventory on supplies and amenities, let property manager know if anything needs to be restocked

-If a room is extremely messy. Take pics and contact property manager before cleaning.

-Turn off all lights, close all windows, turn down thermostats (70 degrees Fahrenheit is fine), and lock doors.

-Make sure there is no food left in outside grills.

-This is not a deep cleaning, please only follow checklist unless property manager says otherwise

-Send before and after pics to property manager in app. Make sure you get good pics of floors too.