



CLEANING CHECKLIST

Follow this checklist to ensure your guests find a clean and comfortable home upon their arrival. As you walk through the home, check each box under the correct date to indicate the task is complete.

DATE: / / / / / / / / / /

KITCHEN

Wash and dry dishes.							
Clean & sanitize all surfaces: countertops, cabinets, tables, etc.							
Clean & sanitize all appliances: oven, range, microwave, etc.							
Remove food from refrigerator, then clean and sanitize.							
Restock supplies: soap, paper towels, etc.							
Dispose of trash and replace trash bag.							
Sweep and mop floor							

LIVING ROOM

Clean & sanitize all surfaces: tables, lamps, couches, etc.							
Clean & sanitize all surfaces: countertops, cabinets, tables, etc.							
Sweep and mop or vacuum floor.							

BEDROOM

Wash and change sheets.							
Clean & sanitize all surfaces: dressers, doorknobs, lamps, etc.							
Clean, sanitize, and polish mirror and windows.							
Dispose of trash and replace trash bag.							
Sweep and mop or vacuum floor.							

BATHROOM

Wash and change towels.							
Clean & sanitize all surfaces: countertops, toilet, bathtub, etc.							
Restock supplies: toilet paper, soap, toiletries, etc.							
Restock supplies: toilet paper, soap, toiletries, etc.							
Clean, sanitize, and polish mirror and windows.							
Sweep and mop floor.							

LAUNDRY ROOM

Remove lint from dryer.							
Clean & sanitize all surfaces: dryer, washer, etc.							
Restock supplies: dryer sheets, detergent, etc.							
Empty washer and dryer.							



PRE-STAY CHECKLIST

Before your guests move in, take a final walkthrough of the rental building and ensure everything is perfect for their arrival. Check each box under the correct date to indicate the task is complete.

DATE: / / / / / / / / / /

TIDINESS

Has the building been cleaned thoroughly? Pay special attention to frequently touched surfaces.							
Change bed sheets and linens.							
Make sure all items are in their designated spots, including dishes and supplies.							
Dispose of trash and replace trash bag.							

FUNCTIONALITY

Are essential appliances and electronics working properly?							
Is the plumbing functional, including hot water?							
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Test smoke alarms and carbon monoxide detectors.							

COMFORT

Display welcome book and guides.							
Set the thermostat to a comfortable temperature.							
Make sure amenities are ready to use.							

SECURITY

Are valuables removed from the property?							
Place keys in designation place and set up keyless entry (if applicable).							



POST-STAY CHECKLIST

After your guests' departure, take another walkthrough to make sure the property has been left in the same condition it was found. Check each box under the correct date to indicate the task is complete.

DATE: / / / / / / / /

TIDINESS

Is the building clean and tidy, like when guests first arrived?							
Are items organized and left in their designed spot or missing?							

FUNCTIONALITY

Are essential appliances and electronics working properly?							
Inspect lights and replace any burnt-out light bulbs.							

COMFORT

Set the thermostat to a comfortable temperature							
Clean and make sure amenities are ready to use							
Replenish supplies: Soap, toilet paper, paper towels, trash bags, dish soap, etc.							

SECURITY

Are valuables in designate safe spot or missing?							
Make sure keys and parking passes (if applicable) are accounted for.							
Make sure windows, doors, and other entrances are locked properly before leaving.							