

# VACATION RENTAL CLEANING GUIDELINES

**Be aware** of any damage, missing items, size discrepancy or excessively dirty homes as these need to be reported immediately. The stock levels on dish soap, body wash, shampoo, conditioner paper towels, and toilet paper should always be reported if its running low.

## 1. KITCHEN

- Wash all dirty dishes or place in dish washer and start cycle
- Wipe down inside of oven, microwave, fridge
- Sanitize sinks/countertops
- Wipe down all appliances/surfaces (including the toaster crumb tray and inside pieces of coffee maker/grinder)
- Sweep/Vacuum/Swiffer/Mop floor
- Empty dish washer
- Put out clean dish towel
- Empty fridge of anything opened or expired except for condiments
- Ensure that dishes and silverware already in storage area are clean
- Ensure presentation of kitchen items are correct (mugs with mugs, forks with forks, etc.)
- Refill ( ): paper towels, dish soap, coffee, tea

## 2. BATHROOM

- Remove all items from sink, tub/shower, shelves, racks, etc.
- Spray all the surfaces at once using a multi-surface disinfectant
- Clean toilet (be sure to clean the bottom side and behind the lid)
- Clean tub
- Clean mirror with glass cleaner
- Sweep/Vacuum/Swiffer/Mop
- Refill: toilet paper, hand soap, shampoo, conditioner, shower gel soap, tissues

## 3. BEDROOMS

- Wipe all surfaces using multi-surface disinfectant.
- Make beds
- Sweep/Vacuum/Swiffer/Mop
- Check for stains on sheets or blankets
- Check closets, under bed, and drawers for prior guest's personal items that may have been left behind
- TOWEL PRESENTATION: Neatly fold and place **two** towels per bed, and **one** towel per bed for twin beds.

## 4. COMMON/LIVING AREA

- Wipe down all surfaces, even the shelving that's up high; use glass cleaner where appropriate
- Sweep/Vacuum/Swiffer/Mop
- Presentation is key, please create a good first impression for guest by organizing pillows, chairs, blankets, etc.
- If patio/outdoor space, make presentable with light cleaning, sweep, and furniture arrangement

## 5. FINAL CHECK BEFORE LEAVING - IS THE HOUSE AS PRESENTABLE AS IT CAN BE FOR THE GUESTS?

- No obvious uncleaned areas (crumbs, dust, marks on walls and floors, etc.)
- Dishwasher is empty
- Dishes are put away in appropriate places
- AC/heater turned off
- Stove top/oven is off

- Trash has been emptied from every receptacle and replace with new trash bag
- Lights are turned off; windows and doors are locked
- Proper amount of towels are laid out in bedroom, bathroom, kitchen
- Household consumable supply levels are full
- Doors to bedrooms are open
- Blinds/curtains are opened where possible to maximize natural light in listing

## PLEASE NOTE

- Avoid using heavy scented cleaning products, or over using a product that will leave a smell (lemon Lysol, bleach, hexol, etc.)
- **IF THERE IS ANYTHING ABNORMAL AT ALL PLEASE LET US KNOW!**