Rental TurnoverChcklist

INPECTION& REPORTING

- Take pictures (if requested)
- Report any item left behind
- Clear rooms of all unwanted items and throw them away
- Check for any damage
- Place linen & towels in the washing machine (must be specified, if not enrolled in out bedding services)
- Damage report

Kitchen

- Wash and inspect dishes for damage.
- Arrange dishes and glasses neatly in the cabinet.
- Clean cabinets, appliances, sinks, tables, and chairs.
- Sanitize countertops.
- Thoroughly clean the oven inside and out.
- Wipe down the refrigerator and microwave inside and out.
- Freshen up drawers.
- Clean small appliances like the toaster, coffee maker, kettle, blender, etc.
- Remove and replace the trash bag.
- <u>Refill supplies like coffee, tea, sugar,</u> etc..
- Add final touches for a welcoming guest experience

Bathrooms

- Wash, scrub, and sanitize the toilet, tub, shower, and sink.
- Clean countertops and faucets.
- Polish the mirror.
- Neatly arrange countertop items.
- Empty the garbage.
- Vacuum the floor.
- Mop the floor.
- Thoroughly clean both inside and outside of cabinets, including the tops.
- Clean the shower curtain rod, towel rack, soap dish, and toilet paper holder.
- Replace used towels with fresh ones (consider our linen rental add-on).
- Ensure the hairdryer is clean and easily accessible.
- Replace or remove used toilet paper rolls
- Refill toiletries as needed

Bedrooms & Common areas

- Dust and clean accessible areas,
- Check pullout bed linens.
- Fluff cushions and pillows.
- <u>Dust and clean furniture, including</u> <u>picture frames, artwork, bookshelves,</u> <u>lamps, etc.</u>
- <u>Dust high to low, including ceiling fans,</u> <u>picture frames, lamps, baseboards.</u>
- <u>Clean window sills, dust blinds, remove</u> <u>cobwebs.</u>
- Vacuum carpets, mop floors.
- Empty and clean wastebaskets.
- <u>Clean & Sanitize high-touch points</u> <u>(remotes, doorknobs, etc.).</u>
- Vacuum furniture.
- <u>Staging, final guest-ready touches, and</u> guality check.
- Make beds
- Clean mirrors.
- Place neatly folded extra towels on the bed or in the closet.

NOT INCLUDED

- Lifting or moving heavy furniture
- <u>Carpet/steam cleaning (but we can refer you to a partnered company)</u>
- Clean areas that are out of reach with a 2-step ladder/stool
- Clean bio-hazardous substances (feces, blood, etc) Fee may apply

Add-Ons &

- Outside window cleaning & patio cleaning
- Inside oven cleaning
- Kitchen Restocking
- Bathroom Toiletries (Fee per bathroom)
- Bedding and linnen rental (per bed)

Apartment & Home Cleaning Checklist

STANDARD CLEANING



- Clean sink and countertops
- Wipe down exterior appliances
- Polish stainless steel of appliances
- Load Dishwasher
- Take out garbage
- Vacuum
- <u> Mop</u>

Bathrooms

- Wash, scrub, & sanitize toilet, tub, shower and sink
- Clean countertops and faucets
- Clean mirror
- <u>Tidy up countertop</u>
- Take out garbage
- <u>Vacuum</u>
- <u>Mop</u>



Bedrooms & Common areas

- Dust all accessible surfaces
- Dust blinds & window sills and doors
- Tidy up living room and common areas
- Pick up garbage
- **Vacuum**
- Mop

DEEP CLEANING

All in Standard Plus

- Wipe down exterior cabinets
- Clean interior microwave
- Wipe light fixtures
- Clean backlash

All in Standard Plus

- Extra cleaning on tub and shower
- Scrub grout and shower tile
- Clean & polish mirrors & glass shower doors
- Clean outside cabinet doors
- Wipe baseboards
- Wipe both sides of doors

All in Standard Plus

- Clean inside windows
- Clean window sills, wall hangings & ceiling fans
- Remove accessible cobwebs
- Clean doors & door hardware
- Wipe accessible baseboards
- Wipe baseboards
- Wipe both sides of doors

MOVE OUT

All Above Plus

- Inside Fridge
- Isnide Oven
- Clean inside cabinets and drawers
- Scrub and polish stovetop

All Above Plus

- Clean shower door seal
- Clean inside cabinets and drawers
- Wipe light fixtures

All Above Plus

- Wash blinds
- Clean wall spots

NOT INCLUDED

- Clean bio-hazardous substances (feces, blood, etc)
- Organization and decluttering
- Outside window cleaning & patio cleanign
- <u>Lifting or moving heavy furniture</u>
- Carpet/steam cleaning (but we can refer you to a partnered company)
- Clean areas that are out of reach with a 2-step ladder/stool
- Service clients who are disrespectful to our cleaners