



Standard Turnover Cleaning Checklist

- Kitchen**
- Clean countertops
- Clean exterior of all appliances
- Clean inside microwave
- Clean inside oven
- Clean stovetop
- Clean sink
- Check cabinets and drawers for debris
- Empty dishwasher
- Clean dining table and chairs
- Clean refrigerator
- Clean exterior drawers, cabinets, handles
- Wash and Put away any dishes
- Check dishes in cabinets and drawers are properly cleaned
- Clean Coffee Maker
- Discard Food
- Empty re-line trash bags
- Bathrooms**
- Clean vanity and sinks
- Clean mirrors
- Empty and re-line wastebasket
- Clean items on counter top
- Clean shower and bathtub
- Run water in sink and bathtub for 20 seconds
- Throw away any used soap
- Clean toilet
- Flush toilet 2 times
- Visually inspect for and report leaks around toilet /sinks

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- Replace toilet paper on holder
 - Check all drawers and cabinets for debris
 - Replenish clean towels
 - Clean all bathroom fixtures
 - Check condition of shower curtain and clean /replace as needed
 - Bedrooms**
 - Dust all furniture
 - Clean mirrors
 - Check all drawers for items left by guests
 - Check pillows before placing pillowcases on them
 - Check under bed for any trash
 - Check for signs of pests
 - Re-make beds with clean linens
 - All Rooms**
 - Clean mirrors and glass surfaces
 - Dust and wipe off wall hangings, pictures, knickknacks
 - Vacuum all carpet areas
 - Clean off light switches and outlets
 - Sweep/vacuum baseboards
 - Empty trash in all rooms
 - Dust blinds and window sills
 - Spot clean walls and doors
 - Dust all light fixtures and fans
 - Check all lightbulbs work
 - Sweep/vacuum and mop all the floors
 - Living Room**
 - Vacuum sofa/chair cushions and crevices
 - Dust all furniture
 - Disinfect remote control
 - Other**
 - Sweep entryways/balconies/patios
 - Replenish Spa towels
 - Clean grill
 - Clean spa area

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- Clean laundry area
 - Additional procedures**
 - Check for and report any signs of damage
 - Replenish supplies – toilet paper in each bathroom
 - Replenish supplies – a roll of Paper towels in kitchen
 - Replenish supplies – new sponge
 - Replenish supplies – trash bags in all bins
 - Replenish supplies – a bag of laundry detergent Replenish supplies – shampoo
conditioner body wash Replenish supplies – dish soap
 - Replenish supplies – soap for the dishwasher
 - Close all blinds and shutters or drapes
 - Complete clean within average clean time
 - Secure all locks
 - Report any items that need to be restocked.