

## Short Term Rental Cleaning Checklist

### General Tasks:

- ☐ Inspect and reset all amenities (TV remote, Wi-Fi, thermostat, etc.) to the default settings.
- ☐ Check for damages or missing items and report to management if necessary.
- ☐ Secure and lock all windows and doors.
- ☐ Dispose of any leftover items or trash left by previous guests.

### Kitchen:

- ☐ Wash and sanitize dishes, glassware, and utensils.
- ☐ Wipe down countertops and sanitize surfaces.
- ☐ Clean inside and outside of the refrigerator and freezer, removing any leftover items.
- ☐ Clean inside and outside of the microwave, oven, and stove.
- ☐ Empty and clean the coffee maker and toaster (if applicable).
- ☐ Check and restock basic supplies (paper towels, dish soap, etc.).

### Bathrooms:

- ☐ Scrub and disinfect the bathtub, shower, tiles, and grout.
- ☐ Clean and disinfect the toilet, including behind and around it.
- ☐ Wipe down bathroom cabinets and countertops.
- ☐ Clean and polish mirrors.
- ☐ Replenish toiletries (toilet paper, hand soap, shampoo, etc.).
- ☐ Replace towels with clean ones.

### Bedrooms and Living Areas:

- ☐ Change and make beds with fresh linens.
- ☐ Vacuum or mop floors and carpets thoroughly.
- ☐ Dust and wipe down all surfaces including furniture, shelves, and decor.
- ☐ Check and replace any damaged or worn-out items (e.g., bedding, pillows).

### Additional Tasks:

- ☐ Clean interior windows and window sills.
- ☐ Wipe down and sanitize light switches, door handles, and remotes.
- ☐ Check for and remove any stains or marks on walls or surfaces.
- ☐ Ensure adequate supply of guest information (house rules, local attractions, emergency contacts, etc.).
- ☐ Arrange furniture and decor back to their original positions.

### Outside Areas (if applicable):

- ☐ Sweep or clean the entryway, patio, or balcony.
- ☐ Ensure outdoor furniture is clean and arranged neatly.
- ☐ Remove any debris or trash from the exterior surroundings.

Regularly following this checklist for short-term rental cleaning will help maintain a high standard of cleanliness and guest satisfaction. Adjustments may be needed based on the property's specific requirements or guest feedback.