

# Checklist: Unit In-Season/Post-Rental Clean

This checklist lists the tasks to complete when cleaning a unit after a guest checks out. This checklist also lists tasks to complete when cleaning and preparing a unit that has been closed for a while.

Unit #: \_\_\_\_\_ Reservation #: \_\_\_\_\_ Date to Clean: \_\_\_\_\_

Unit Type/Category: \_\_\_\_\_ Date Next Guest Arrives: \_\_\_\_\_

Assigned To: \_\_\_\_\_ \*\*\*Trash: \_\_\_\_\_ Date & Time Done: \_\_\_\_\_

Issues to Fix?: YES NO Date Inspected by Rental Coordinator: \_\_\_\_\_

Issues Found/Notes: \_\_\_\_\_

Task
<input type="checkbox"/> <b>Services:</b> Make sure unit services are on: <input type="checkbox"/> Water <input type="checkbox"/> Hot Water <input type="checkbox"/> Electricity <input type="checkbox"/> Refrigerator
<input type="checkbox"/> <b>AC/Heat:</b> Set AC (78) or Heat (70) to the proper temperature. Air filter must be clean & dated (less than 3 months). If unit has Humidistat, set it to <b>0 (ON – Honor AC/Heat Setting)</b> . <input type="checkbox"/> Clean AC covers (return air and vents), if needed.
<input type="checkbox"/> <b>Outdoor Items:</b> Wipe outdoor furniture. Safely store “blow-away” outdoor table, chairs, and umbrella against/in unit.
<input type="checkbox"/> <b>Bed Linens and Towels:</b> Wash all used towels, used bed linens, and duvet covers. Make sure bedspreads, blankets, mattress covers, and pillows are clean. If not, notify the Rental Coordinator. Inspect/wipe down inside of drawers. <input type="checkbox"/> If bedspreads, blankets, and/or mattress pads need to be cleaned and do not fit in washer/dryer in the home, wash in commercial (coin-operated) washers/dryers behind Bath House #5. Track the cost of laundry to add to invoice. <input type="checkbox"/> Clean out dryer vent after laundry is done. Wipe washer & dryer surfaces and leave washer lid open.
<input type="checkbox"/> <b>Dishes, Glassware, Flatware:</b> Wash all dishes, glassware, and flatware. Put all washed items away.
<input type="checkbox"/> <b>Dishwasher:</b> Leave door slightly open (using top shelf to prop door), if applicable.
<input type="checkbox"/> <b>Bedrooms:</b> Make beds with clean linens and prepare for guest. Leave sleeper sofas unmade.
<input type="checkbox"/> <b>Bathrooms:</b> Clean sink, mirror, toilet, shower, counters, and floor. Hang and nicely display fresh towels, toilet paper (existing + a new roll) and new soap bar. Throw away any used items, including soap. Wash bathroom rugs if needed.
<input type="checkbox"/> <b>Kitchen:</b> Clean: Refrigerator, small appliances, stove/oven, microwave: Inside and outside – make sure there are no crumbs. Clean sink and counters. Inspect inside cabinets/drawers and wipe down if needed. To clean oven, do not spray coil with cleaner (causes smoke/smell). Use self-cleaning capability if available and needed. Empty and clean ice trays. Remove any leftover food. Nicely display a fresh hand towel.
<input type="checkbox"/> <b>Ceiling Fans and More:</b> Clean ceiling fans, mirrors, glass doors, window sills, and under chair cushions.
<input type="checkbox"/> <b>Windows and Blinds:</b> Dust all window blinds. Clean windows, if needed.
<input type="checkbox"/> <b>Dust/Disinfect Light Switches:</b> Dust all surfaces throughout the unit. Disinfect all light switches.
<input type="checkbox"/> <b>Floors:</b> Vacuum or sweep and mop all floors. Empty vacuum bin after use.
<input type="checkbox"/> <b>Clocks:</b> Set clocks and appliances to correct time.
<input type="checkbox"/> <b>TVs:</b> Make sure cable is working for all TVs in the unit. Clean/disinfect TV remotes.
<input type="checkbox"/> <b>Waste Baskets:</b> Make sure each waste basket is empty and has a fresh plastic bag in it.
<input type="checkbox"/> <b>Shutdown Unit:</b> Close and lock all windows and doors, close blinds, turn-off lights, and remove trash***.
<input type="checkbox"/> <b>Exterior:</b> Make sure outside of house is clean & welcoming, including window screens and doors.

- **Note: \*\*\*Trash:** Please put the trash either in the in-ground can at the home (no stone on lid) or place in the can outside the office depending upon the next renter’s arrival. “Home” or “Office” will be indicated on the checklist.