## **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 #	Date to Clean:
Assigr	ned To: Date Next Guest Arrives:
Fix Iss	ues?: YES NO Date & Time Done:
Issues	Found/Notes:
	Task
$\mathcal{D}_{\mathcal{C}}$	Services: Make sure unit services are on: Water Hot Water Electricity Refrigerator
3	<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> .
24	Outdoor Items: Make sure "blow-away" outdoor table, chairs, and umbrella are stored safely next to unit.
	<b>Bed Linens and Towels</b> : Wash all towels, bed linens, and duvet covers. Make sure bedspreads and blankets are clean. If bedspreads or blankets needs to be cleaned and does not fit in washer/dryer in the home, launder them using the commercial-sized washers/dryers behind Bath House #5. These are coin-operated machines, so keep track of cost of laundry to add to invoice. Clean out dryer vent after laundry is done.
25	Dishes, Glassware, Flatware: Wash all dishes, glassware, and flatware. Put all washed items away.
$\mathcal{D}_{\mathcal{T}}$	Dishwasher: Leave door slightly open (using top shelf to prop door), if applicable.
$\mathcal{D}_{i}$	Bedrooms: Make beds with clean linens and prepare for guest. Leave sleeper sofas unmade.
	<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.
2	<b>Kitchen</b> : Clean refrigerator (inside, top, sides), small appliances (no crumbs in toaster/toaster oven), stove/oven, sink, and counters. If you need to clean oven, do not spray coil with cleaner (causes smoke/smell when oven on). Use self-cleaning capability if available. Empty & clean ice trays. Remove any leftover food. Nicely display a fresh hand towel.
$\mathcal{D}_{i}$	Ceiling Fans and More: Clean ceiling fans, mirrors, glass doors, window sills, and under chair cushions.
$\mathcal{D}_{i}$	Windows and Blinds: Dust all window blinds. Clean windows, if needed.
25	Dust: Dust all surfaces throughout the unit.
25	Floors: Vacuum or sweep and mop all floors. Empty vacuum bin after use.
$\mathcal{D}_{i}$	Clocks: Set clocks and appliances to correct time.
25	<b>TVs</b> : Make sure cable is working for all TVs in the unit and replace TV channel guides as needed.
25	Waste Baskets: Make sure each waste basket is empty and has a fresh plastic bag in it.
25	Shutdown Unit: Close and lock all windows and doors, close blinds, turn-off lights, and take-out trash.
25	Exterior: Make sure outside of house is clean, presentable, and welcoming, including window screens and doors.

Note: If unit will not be rented in the near future, you may need to also perform the Close Unit Checklist tasks.