

# 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: \_\_\_\_\_ 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> Make sure “blow-away” outdoor table, chairs, and umbrella are stored safely next to 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 bedspreads, blankets, and/or mattress pads need to be cleaned and do 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. If a pillow is not clean, notify the Rental Coordinator. Clean out dryer vent after laundry is done.
<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 (inside, top, sides), small appliances (no crumbs in toaster/toaster oven), stove/oven, microwave, sink, and counters. To clean oven, do not spray coil with cleaner (causes smoke/smell). Use self-cleaning capability if available & needed. Empty & 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:</b> Dust all surfaces throughout the unit.
<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 and replace TV channel guides as needed.
<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 take-out trash.
<input type="checkbox"/> <b>Exterior:</b> 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.