

Checklist: Unit Pre-Season Clean

This checklist lists the tasks to complete annually when cleaning a unit before the rental season begins. This checklist is periodically updated as needed and is used once a year for each unit, usually in Sept through Nov.

Unit #: _____ Date to Clean: _____

Unit Type/Category: _____ Date Guest Arrives: _____

Assigned To: _____ ***Trash: _____ Date & Time Done: _____

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

Issues Found/Notes: _____

Task

AC/Heat:

- Change the air filter and write today's date on the air filter with a sharpie.
- Clean AC covers (return air and vents)

Outdoor Items: Wipe outdoor furniture. Safely store "blow-away" outdoor table, chairs, and umbrella against/in unit.**Kitchen:**

- Remove & clean all dishes, glasses, pots, pans, flatware, etc. from cabinets and drawers.
- Clean inside & outside all cabinets, drawers, & drawer organizers. Replace all items in organized and neat manner.
- Clean all appliances, including toaster/toaster oven, coffee maker, can opener, microwave oven, blender, dishwasher, refrigerator, stovetop, and oven (Do not spray cleaner on oven coil – it causes smell/smoke when oven is on. Use self-cleaning capability if available.).
- Clean all counters, sink, and backsplash.
- Leave dishwasher door slightly open (using top shelf to prop door), if applicable.

Beds and Sleeper Sofas: Turn all mattresses.**Linens, Towels, and Closets:**

- Wash all towels, sheets, pillow cases, and duvet covers.
 - Wash all bedspreads and blankets. If bedspreads or blankets do not fit in washer/dryer in the home, wash them in the commercial (coin-operated) washers/dryers behind Bath House #5. Track cost of laundry to add to invoice.
 - Wash mattress covers and pillow covers. Check for stains on pillows and report any found.
 - Wash throw rugs. If throw rugs do not fit in washer/dryer in the home, wash them in the commercial (coin-operated) washers/dryers behind Bath House #5. Track cost of laundry to add to invoice.
 - Nicely fold and store all linens and towels in proper places.
 - Make beds with clean linens and prepare for guest. Leave sleeper sofas unmade, but with mattress covers on.
 - Closets should be neat and clean. Fold blankets neatly and store on shelves with excess pillows and bedding.
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Task
<input type="checkbox"/> Bathrooms: <input type="checkbox"/> Clean inside and outside of cabinets. Neatly store and organize items in cabinets. <input type="checkbox"/> Clean and disinfect sink, mirror, toilet, shower/tub, counters, and floor. <input type="checkbox"/> Hang and nicely display fresh towels, toilet paper (existing + a new roll), and new soap bar.
<input type="checkbox"/> Whole House: <input type="checkbox"/> Clean all blinds throughout the home. <input type="checkbox"/> Clean all woodwork and walls as needed. <input type="checkbox"/> Clean all light fixtures, fire extinguishers, thermostat. <input type="checkbox"/> Clean ceiling fans and mirrors. <input type="checkbox"/> Clean washer and dryer and remove lint from dryer vent after laundry is done. <input type="checkbox"/> Clean under sofa/chair cushions. <input type="checkbox"/> Dust all surfaces throughout the unit, including furniture, plants, knick knacks, etc. <input type="checkbox"/> Set clocks and appliances to correct time. <input type="checkbox"/> Clean/disinfect TV remotes and light switches. <input type="checkbox"/> Make sure each waste basket is empty and has a fresh plastic bag in it.
<input type="checkbox"/> Floors: <input type="checkbox"/> Move all furniture and vacuum or sweep and mop all floors under all furniture, including beds, night stands, dressers, sofas, chairs, & dining tables. <input type="checkbox"/> Clean around/under washer, dryer, & refrigerator. <input type="checkbox"/> Sweep and mop all vinyl/tile floors with floor cleaner to remove scuff marks. <input type="checkbox"/> Vacuum all carpets. Empty vacuum bin after use. Empty/replace vacuum bag if needed.
<input type="checkbox"/> Windows and Doors: Clean windows, vinyl windows, window sills, doors, and sliding doors & their tracks. Check that window screens and doors are in good condition.
<input type="checkbox"/> Shutdown Unit: Close and lock all windows and doors, close blinds, turn-off lights, and take trash out***.
<input type="checkbox"/> Exterior: Make sure outside of house is clean, presentable, and welcoming.

Notes:

- *****Trash** can be either left in the in-ground can at the home (make sure there is no stone on the lid) or brought to the can outside the Office. Depending upon when a renter arrives will determine which location to put the trash when you are done cleaning. "Home" or "Office" will be indicated on the checklist.
- Report any damaged items, insects, or cleaning issues to Rental Coordinator.
- Rental Coordinator will inspect and notify owner for items that require other vendors and charges:
 - Carpet cleaning
 - Pressure wash outside of unit and/or driveway
 - Weed removal
- If unit will not be rented in the near future, the Rental Coordinator may perform the Close Unit Checklist tasks.