

Checklist Doc 1

Clean Break - Changeover Cleaning Checklist

To ensure your property is clean and ready for your next set of guests, we recommend the following as a minimum:

Kitchen

Clean appliances, counters, cabinets, table, and chairs.
Clean, scrub, and sanitise sinks, work surfaces, and splash-backs.
Clean hob and wipe out inside of oven.
Clean appliance exteriors, including the inside of toaster and coffee machine.
Clean inside and outside of refrigerator and microwave oven.
Wash floor.
Empty dishwasher, and quickly organise cupboards.
Restock dishwasher detergent, washing up liquid, coffee filters, and refuse bags.
Put out 2 clean dishcloths and tea towels.

Living Room

Clean, dust, and vacuum.
Dust windowsills and ledges.
Dust furniture, blinds, picture frames, ornaments, ceiling fans, and lamps.
Vacuum carpets or wash floor.
Vacuum furniture, including under seat cushions.
Change sheets on sofa bed.
Wash windows on sliding glass doors.
Empty and clean wastebaskets.
Check remote batteries.

Bedrooms

Change sheets and pillowcases.
Vacuum floor and under beds.
Check for personal belongings left in drawers and closets.
Dust furniture and clean mirrors.
Check windows for fingerprints.
Make sure light bulbs are working and replace if necessary.
Check for wear and tear or stains on sheets and blankets.

Bathrooms

Clean, scrub and sanitise showers, bathtubs, vanity mirror, sinks and splash-backs.
Clean mirrors.
Clean and sanitise toilets.
Polish chrome.
Wash floors and tile walls.
Empty wastebasket.
Replenish hand-soap and lotions.
Supply clean linens, 2 hand towels, 4 washcloths, 2 bath towels per guest and 1 shower mat.

Other areas

Be sure washer and dryer are empty; clean out lint trap.
Check light bulbs and change if necessary.

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Once per month, Clean exterior window and shutters

Wipe off patio set, clean barbecue.

There may be additional areas that need cleaning depending upon the size and layout of your property. Remember to do a deep clean at least 3 times a year and use this opportunity to replace any items that show damage or wear and tear.