



# **TURNOVER CLEANING FOR VACATION HOMES**

## C H E C K L I S T

Your guests will want a fully cleaned home so that they not only enjoy the space but also feel safe and ready to start their vacation.

Throughout the home:

- Report if the smoke and carbon monoxide detectors are beeping
- Check for personal belongings left in rooms/ Report if possibly left by guests
- Check locks and close entry doors (report if battery warning on)
- Dust A/C vents, grids, and fans;
- Set thermostats to the agreed-upon temperature for an empty house or an upcoming arrival
- Check and clean all windows (interior) for prints, AND close and lock all windows before leaving
- Check for stains on carpets, rugs, furniture, or curtains
- Discard magazines that are older than 6 months
- Disinfect high-touch surfaces such as handles, doorknobs, and counters
- Discard paper plates, plastic cups, plastic cutlery, and paper/plastic bags
- Walk through and check the home is not only clean but staged attractively

Living room:

- Clean and disinfect stereos, game systems, TVs and remotes
- Ensure welcome sheet/book is in a visible place and is in good condition
- Sweep, vacuum, and mop floors/carpets as applicable
- Check under cushions and couches for debris and other items
- Clean and straighten decor like pillows, blankets, etc.
- Dust windowsills and ledges
- Dust and clean furniture, blinds, picture frames, knickknacks, ceiling fans, and lamps
- Make sure all board games, movies, and books are in good condition and neatly organized
- Check and clean windows (interior) for prints and sliding glass doors
- Sweep
- If applicable, check fireplace has no ashes and firewood is neatly stacked



#### Bedrooms:

- Change sheets and pillowcases – use “hotel-standard” bed making
- Check for wear and tear and clean/replace mattress pad, pillows, pillow protectors, sheets, and blankets
- Vacuum floor and under beds
- Remove trash and clean trash cans
- Check for personal belongings or trash left in drawers, closets, under the bed, behind the headboards, and behind nightstands
- Dust windowsills and ledges
- Dust furniture, knickknacks, ceiling fans, blinds, and windowsills and clean mirrors
- Clean and disinfect stereos, game systems, TVs, and remotes
- Ensure closets are stocked with appropriate number of hangers, floor fans, humidifier (if applicable), extra-clean blankets, and pillows in plastic storage bag/bin
- Wash linens at highest temperature and dry completely before storing

#### Kitchen:

- Empty dishwasher; clean any dirty dishes and dishwasher rim
- Discard any leftover food; donate if seal unbroken
- Remove trash and recyclables; clean and sanitize trash can and replace trash bags
- Clean and disinfect counters, cabinets, tables, and chairs
- Clean range top and wipe inside of oven
- Clean, scrub, and sanitize sinks and backsplashes
- Clean and disinfect appliances (interiors and exteriors), including the inside of toaster oven, microwave, coffee maker, and phone
- Empty and clean inside and outside of refrigerator and freezer (check ice quantity and quality)
- Wash floor (sweep or mop)
- Wipe down windows and windowsills
- Refill soap dispenser
- Put out clean dish towels, linen napkins, and a new sponge
- Ensure all dishes, utensils, pots and pans are clean and arranged in a visually appealing way, less is more.
- Clean and disinfect flatware, tableware, glasses, and mugs.



#### Garage:

- Dispose of all trash and recycling
- Sweep
- Ensure all owner items stored in the garage are secure

#### Outdoor Spaces:

- Sweep porch and dust off entry door
- Wipe off patio set and straighten; ensure cushions are in good condition and are out for upcoming guests
- Wipe down BBQ grill, ensure grilling tools are clean and that there's enough propane (if applicable) for upcoming guests and clean grease tray.
- Walk around the property to make sure all cigarette butts and pet scat have been removed

#### Bathrooms:

- Clean, scrub, disinfect, and sanitize showers, bathtubs, vanity, sink, and backsplashes
- Clean mirrors
- Clean and sanitize toilets (inside, outside, under the front, around the base, and behind)
- Sweep and mop floors
- Remove trash and clean trash cans
- Wash tile walls.
- Replenish soap, bathroom liquids, and amenities
- Replenish toilet paper (2 extra rolls under the sink)
- Set clean towels and shower mat – use “hotel-standard” staging
- Check for wear and tear or stains on towels
- Ensure shower curtains or doors are free of mold and water spots
- Wipe down windows and windowsills
- Clean dust and debris on vents and fans
- Clean and place hair dryer neatly under sink or in a drawer
- Ensure tissue box is sufficiently full
- Clean out drawers and cabinets



Laundry Area:

- Be sure washer and dryer are empty; clean out lint trap
- Wipe down machines (including seal areas) and leave open
- Wash floor (sweep or mop)
- Remove trash and clean trash cans
- Ensure laundry provisions are stocked (e.g., laundry detergent, dryer sheets, or fabric softener)
- Ensure iron, ironing board, and distilled water are in place( if applicable)

\* We do not climb higher than a 2-step ladder. Higher items will only be dusted w/ an extension duster. We cannot move heavy furniture, but we will try to reach any visible places either by hand or with an extension duster. Most homes have at least one chandelier or vaulted ceiling fan that we cannot reach by hand.

\*\* We cannot guarantee the results of mini-blind cleaning. The excessive build-up may require a professional mini-blind cleaning service or a replacement. Please allow for some dust resettlement after we leave.

### Shine Bright Cleaning Services

[www.shinebrightmaidservice.com](http://www.shinebrightmaidservice.com)

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