

VACATION RENTAL HOUSEKEEPING CHECKLIST TURNOVER

KITCHEN/DINING

Inspect, clean, and organize each item

- Stovetop, hood
- Oven
- Sink
- Disposal
- Counters
- Floors
- Refrigerator, freezer, ice maker
- Coffee maker, Keurig
- Toaster
- Dishes
- Pots and pans
- Dishwasher
- Trash bins
- Recycling bins
- Linens, napkins, placemats, pot holders
- Flatware
- Dining table
- Dining chairs
- High chair
- Stock supplies
(paper towels, soaps, sponge)
- Other _____
- Other _____
- Other _____

LIVING ROOM/TV ROOM/BONUS ROOM

Inspect, clean, and organize each item

- Furniture
- Look under furniture
- Organize printed material
- TV, DVD, Sound System and remotes
- Hardwood floors, carpets

Lost and Found

Damages

- Fireplace, firewood
- Other _____
- Other _____
- Other _____

MISCELLANEOUS MAINTENANCE

- Light bulbs - inspect, replace
- Heat, Air - inspect, adjust
- Blinds/Drapes - close
- Check drawers - inspect, clean as needed
- Other _____
- Other _____

BEDROOM

Inspect, clean, and organize each item

- Furniture
- Beds (strip bed to mattress pad, inspect)
- Look under furniture
- Linens (place clean linens on bed)
- Robes
- Hardwood floors, carpets
- Alarm clocks (alarm off and time set)
- Other _____
- Other _____

BATHROOM

Inspect, clean, and organize each item

- Toilet
- Shower, bath, glass doors
- Shower curtain, liner, door
- Counters, sink, mirrors
- Floors
- Supplies (toilet paper, tissues, soaps)

- Hair dryer
- Amenities
(shampoo, body lotion, body wash)
- Towels
(arrange fresh, clean towels and bathmat)
- Other _____
- Other _____

GARAGE

Inspect, clean, and organize each item

- Sweep
- Beach items (chairs, toys, umbrellas, cooler)
- Snow items (sleds, shovels)
- Other _____

OUTSIDE

Inspect, clean, and organize each item

- Sweep
- Furniture
- BBQ
- Pool
- Dust cobwebs
- Shovel snow
- Other _____
- Other _____

MISCELLANEOUS CLEANING

Inspect, clean, and organize each item

- Dust - lighting, molding, window tops, door stops, sills, ceiling fan blades
- Sanitize - switch plates, door knobs, handles, telephone, remote control
- Windows - inspect, clean as needed