

# Personnel 1 - Kitchen & Bathroom

## Kitchen

- Check the cupboards, fridge and freezer for left over food and remove
- Wash, disinfect, and put away dishes
- Check all cutlery plates and bowls in the cupboards are clean
- Wipe down all surfaces and door fronts, including counters, cabinets, and tables
- Wipe down the interiors and exteriors of small appliances, including the microwave
- Clean the inside and outside of the oven, refrigerator, and freezer
- Sweep and mop the floors
- Remove all rubbish and supply a new bag
- Clean the windows and dust the windowsills
  
- Refill kitchen supplies, including Coffee, Tea, Sugar, Biscuits, Washing tablet, dishwasher tablet, sponge, hand soap, washing up liquid dish cloth, leave note with the caddie
- Ensure there is enough:

10 Mugs	8 Plates	A Good Selection of Utensils
10 Glasses	8 Bowls	Ensure Bigger houses have more quantities
10 Wine Glasses	8 Side Plates	

NB. Open all of the cupboards as they have been cleaned to ensure everywhere is complete

## Bathroom

- Gather dirty towels and bathmats and launder
- Check the drawers and cabinets for personal items (if found, notify host)
- Clean the mirrors and windows using a microfiber cloth and glass cleaner Clean and disinfect the countertops, backsplashes, sinks, and faucets
- Scrub the bathtubs and faucets and/or the showers and shower
- Sanitize the toilets, making sure to clean inside, outside, around, and behind
- Dust the windowsills, vents, and fans
- Empty and wipe down the bin and supply a new bag
- Sweep and mop the floors
- Ensure there are enough amenities, such as hand soap and toilet paper
- Check the entire bathroom for wear-and-tear, mold, and other damage
- Put out clean towels and bathmats

NOTE> Mould is a huge NO and needs to be reported and removed

Tick when complete



# Personnel 2 - Bedrooms & Living Room

## Bedrooms

- Remove all rubbish from the bedroom
- Check the room for any personal belongings (if found, notify host)
- Check for damages on bedding, furniture, and other items
- Dust and wipe down all surfaces including skirting boards and furniture
- Check and clean inside the drawers and cupboards
- Clean and polish the windows
- Wipe down blinds
- Polish mirrors and TV's
- Vacuum the floors, including under the bed, addressing carpet stains
- Ensure 4 Pillows per bed
- Ensure bed runners are present
- Ensure the side table has a lamp on it
- Check for missing artwork
- Ensure Hairdryer is in the master bedroom drawer

## Living Room

- Wipe down end tables, coffee tables, other furniture, and shelving
- Dust appliances, such as televisions and other electronics, and décor Clean the window and glass door interiors and wipe down the windowsills Dust any light fixtures, such as ceiling fans and lamps
- Sanitize frequently touched items like TV remotes and light switches
- Clean and refresh cloth items such as couches, chairs, and throw pillows Launder any throw blankets and replace them once clean
- Use a vacuum cleaner attachment to clean under the couch cushions Sweep and mop and/or vacuum the floors as appropriate
- Ensure any media, such as books, DVDs, and board games, as well as any décor or artwork, are arranged nicely
- Put the welcome book in an area where it will be easily accessible

NOTE> Mould is a huge NO and needs to be reported and removed

Tick when complete



# AIRBNB CLEANING CHECKLIST

## Final Checks

- Top up boiler pressure
- Turn the heating off
- Check the outside bins aren't overflowing
- Report minor damages on the form
- Report directly serious or review affecting damages
- Leave a post-it note on all damaged items saying that it has been reported to be repaired

### General

- Hair dryer
- Clothes hangers
- Vacume cleaner
- Iron
- Iron board
- Dustpan and brush
- Sweeping brush
- Clothes airer
- Mop and bucket
- Lockbox
- Clothes airer
- Pan and brush

### Bedrooms

- 4 Pillows per bed
- Black out blinds/ curtains
- Each bedroom has a mirror
- 1 Lamp per bedside table

### Living Room & Dining

- 1 Seat per person
- Check there is a remote per TV

### Kitchen

- Microwave
- Crockery set x2 per person
- Sharp knife set
- Cutlery set x2 per person
- 20pcs utensil set
- Kettle + Toaster
- Chopping board
- Pan set
- Pyrex bowl
- Oven proof dish
- Waste bin
- Mugs 2 per person
- Wine glasses 2 per person
- Drinking glasses 2 per person
- Washing machine
- Fridge freezer

### Bathroom

- Toilet brush
- Bathroom mirror

**Once cleaning is complete. Go back over the property and check everything again.**

Cleaner .....

Signed .....

Tick when complete