

SHORT-TERM RENTAL CLEANING SERVICE DESCRIPTION

1. INITIAL INSPECTION

- CONDUCT A WALKTHROUGH OF THE ENTIRE PROPERTY TO IDENTIFY ANY DAMAGES OR AREAS REQUIRING SPECIAL ATTENTION.
- TAKE NOTE OF MISSING ITEMS OR MAINTENANCE ISSUES AND REPORT THEM TO THE PROPERTY OWNER IMMEDIATELY.

2. DECLUTTER AND ORGANIZE

- REMOVE ALL TRASH AND PERSONAL ITEMS LEFT BY GUESTS.
- ORGANIZE ANY ITEMS LEFT OUT OF PLACE, SUCH AS REMOTE CONTROLS, MAGAZINES, AND DECOR.

3. DUSTING

- DUST ALL SURFACES, INCLUDING SHELVES, TABLES, COUNTERTOPS, AND WINDOW SILLS.
- PAY SPECIAL ATTENTION TO HIGH-TOUCH AREAS LIKE LIGHT SWITCHES, DOOR HANDLES, AND APPLIANCE KNOBS.

4. CLEAN AND SANITIZE BATHROOMS

- CLEAN AND DISINFECT SINKS, TOILETS, SHOWERS, BATHTUBS, AND MIRRORS.
- REPLENISH TOILETRIES, TOILET PAPER, AND CLEAN TOWELS.
- ENSURE THE BATHROOM FLOORS ARE MOPPED AND ANY RUGS ARE CLEANED OR REPLACED.

5. KITCHEN CLEANING

- CLEAN AND DISINFECT ALL COUNTERTOPS, SINKS, AND KITCHEN APPLIANCES (INSIDE AND OUT).
- EMPTY THE REFRIGERATOR AND DISPOSE OF ANY EXPIRED ITEMS.
- ENSURE ALL DISHES ARE CLEANED AND PUT AWAY; EMPTY THE DISHWASHER.

6. BEDROOM PREPARATION

- CHANGE BED LINENS AND MAKE THE BEDS NEATLY.
- DUST AND CLEAN ALL BEDROOM FURNITURE, INCLUDING NIGHTSTANDS AND DRESSERS.
- ENSURE CLOSETS AND DRAWERS ARE ORGANIZED AND FREE OF PERSONAL ITEMS FROM PREVIOUS GUESTS.

7. LIVING AREA CLEANING

- VACUUM AND/OR MOP FLOORS, INCLUDING UNDER FURNITURE.
- DUST AND CLEAN ALL SURFACES, INCLUDING ELECTRONIC DEVICES AND DECORATIVE ITEMS.
- ARRANGE FURNITURE AND CUSHIONS NEATLY.

8. FLOORS AND CARPETS

- VACUUM ALL CARPETS AND RUGS THOROUGHLY.
- SWEEP AND MOP HARD FLOORS, ENSURING THERE ARE NO STREAKS OR RESIDUE LEFT BEHIND.

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9. WINDOWS AND GLASS SURFACES

- CLEAN ALL WINDOWS AND GLASS SURFACES, INCLUDING MIRRORS, TO A STREAK-FREE SHINE.
- CHECK AND CLEAN WINDOW TRACKS AND SILLS AS NEEDED.

10. FINAL TOUCHES AND INSPECTION

- PERFORM A FINAL CHECK OF EACH ROOM TO ENSURE ALL AREAS ARE CLEAN AND PRESENTABLE.
- ADJUST LIGHTING AND TEMPERATURE SETTINGS TO CREATE A WELCOMING ATMOSPHERE.
- SECURE THE PROPERTY, ENSURING ALL WINDOWS AND DOORS ARE LOCKED.