

SHORT-TERM RENTAL CLEANING CHECKLIST

Turnover Cleaning Protocol — Employee Reference

Follow each section in order. Time allotments are guidelines for a standard unit.

TASK	DESCRIPTION	TIME
1. INITIAL ASSESSMENT		5 min
Luminosity & Ventilation	Turn on all lights and open all curtains. When weather permits, open windows to bring in fresh air.	
Property Condition Check	Check for damage from the entrance through the living room, kitchen, bedrooms, and bathrooms. If damage is found, notify your supervisor and follow their instructions.	
Lost & Found	If you spot any item that clearly belongs to a guest, notify your supervisor immediately.	
Cleanliness Level	Assess how dirty the unit is. If it is trashed or excessively messy, notify your supervisor before proceeding.	
Dishes	Go to the kitchen. If the guest did not start the dishwasher, run a short cycle now. If only a few items were used, wash them by hand while you clean the kitchen.	
Waste Disposal	Collect garbage bags from the bathroom and kitchen. Remove all trash from around the unit. Any leftover food may be kept if you wish.	
Linen Management	If clean laundry has been provided: empty the bag onto a clean surface, then use the same bag to collect all used linens, including: • Pillowcases • Bed sheets • Duvet covers (if applicable) • Used blankets (check criteria) • Towels (face, hand, bath, bathmat) • Kitchen cloths • Any specifically requested linens Place the bag immediately outside the unit door in the hallway. If laundry must be done inside the unit: strip and wash towels first, then bedding. Clean laundry is stored in the closet or storage area.	
2. BEDROOM(S)		12 min each
Walls & Decor	Check walls for spills or marks and use a magic eraser where needed. Spray-clean all light switches.	
Beds	Always make beds with clean linens. Once made, use a lint roller on pillows and all surfaces — check for hair before placing pillows. Ensure there are no wrinkles, the bed skirt is in place, and the bed looks professionally finished. For unused beds: use a lint roller and tuck tightly from the sides.	
Windows & Picture Windows	Check glass for oily stains and spray-clean. Clean the window frames and check the floor rail for dirt.	

TASK	DESCRIPTION	TIME
<i>Blinds & Curtains</i>	Shake window curtains, test that they open and close properly, and spray-clean if stained. Close blinds and dust from top to bottom. Carefully spray-clean if stained.	
<i>Closet</i>	Check for stray hangers, spray-clean the shelf, and check the floor.	
<i>Side Tables / Nightstands</i>	Spray-clean the countertop and inside/outside of drawers. Move furniture forward and check the floor behind and between the bed. If there are cabinets, open and spray-clean them. Dust lamp shades with a lint roller and wipe the lamp itself.	
<i>Dresser / TV Stand</i>	Spray-clean countertops and TV remotes. If the TV is wall-mounted, dust the top and back first. Spray-clean all drawers and their handles, inside and out.	
<i>TV</i>	Check for fingerprints and verify it is working properly. Dust behind the unit.	
<i>Rugs & Throw Blankets</i>	If food is stuck or there are stains, spray-clean and rub the area. Check and fold throw blankets and return them to their original placement.	
<i>Other Furniture</i>	Apply the same standard to all other pieces. Fold or store baby chairs, crates, or play pens. Straighten all lamps, clocks, phones, remotes, decor, and any objects on surfaces.	
3. LIVING ROOM(S)		8–10 min
<i>Lamps, Ceiling Fans & Lamp Shades</i>	Dust and spray-clean lamp shades using a lint roller. Remove any hair or spider webs.	
<i>Walls & Light Fixtures</i>	Check decorative pictures for dirt or marks. Use a magic eraser on walls where needed. Spray-clean all switches and dust all light fixtures.	
<i>Side Tables, Coffee Tables, TV Stand & Shelves</i>	Dust and spray-clean countertops and inside/outside of all drawers. Move furniture forward and check the floor behind it. Open cabinets and spray-clean shelves. Dust woodwork, routers, and all decorative items on surfaces.	
<i>Carpets, Rugs & Throw Blankets</i>	If food is stuck or there are stains, spray-clean and rub the area. Check throw blankets, fold them, and return to their original setup.	
<i>Sofas & Upholstery</i>	If food is stuck or there are stains, spray-clean and rub the area. Shake off crumbs, use a lint roller, then lift each cushion and shake off crumbs underneath.	
<i>Fireplace</i>	Spray-clean the top and sides for dust. Clean the glass and bottom tiles (if applicable). Test that the fireplace works.	
<i>Clear the Area</i>	Make sure all furniture, decor, and curtains are in the correct position and nothing is misplaced.	
4. KITCHEN		20 min
<i>Fridge</i>	Once the dishwasher cycle is done, leave the door open to dry. Return all kitchenware to the correct cabinet or drawer. Clean inside with a rag if there are stuck food remnants.	

TASK	DESCRIPTION	TIME
<i>Stove, Oven & Extractor Hood</i>	Clean the inner burner stands with two rags: one for visible dirt, one for polishing. The pantry is a priority — keep it clean. All inner and outer doors must be fingerprint-free, including door handles. Wipe over the hood fan, as it collects dust and grease. Check the grease filters and use a rag to remove buildup. Clean all buttons and panels. Gas stoves: remove grill grates and clean the surface and grates individually. Glass stoves: wipe down and use a magic eraser for food spills. Use multiple rags to leave it shiny — avoid a greasy, opaque finish. Wipe each control knob carefully for best results. Oven: focus on the door interior and exterior — handle, glass, and metal. If there is a bottom drawer, open it and check for grease, spills, and crumbs. If a full interior oven clean is not scheduled, replace or add an aluminum foil sheet inside.	
<i>Appliances & Light Fixtures</i>	Dust all light fixtures. Clean the inside and outside of the oven, stove, fan, microwave, refrigerator, and dishwasher. Also clean coffee machines, toasters, and any other small appliances.	
<i>Kitchen Tiles & Outlets</i>	Spray-clean and wipe any spills or grease from wall tiles, power outlets, and switches.	
<i>Kitchen Countertops</i>	Spray-clean all surfaces. Lift every item on the counter and clean underneath. Spray-clean additional items such as dish racks and trays.	
<i>Bottom Drawers, All Cabinets & Under the Sink</i>	Spray-clean and wipe any spills. Check for crumbs, especially where the toaster sits. Check the spaces between and inside all drawers and doors. Move kitchenware out if needed. Disinfect the garbage can and replace the trash bag. Check the area around and under the sink for water leaks or dirt.	
<i>Kitchenware & Dishes</i>	Wipe all items clean and dry them. Store in the correct cabinets, ensuring no stuck food remains. Wash manually if needed.	
<i>Kitchen Island</i>	The island is often the dining area. Clear the surface and spray-clean all four sides. Clean chairs if present. If the island has underneath storage, check that area as well.	
<i>Sink, Faucets & Drains</i>	Make sure the drain is not clogged. Clean the dirty sink with dish soap, including the faucet and strainer. Dry the area and spray-clean again. Make sure the faucet is polished and the strainer has no food stuck in it.	
<i>Kitchen Baseboards</i>	Spray-clean with a rag to remove any spills or food stains.	
<i>Restock</i>	Replenish all essentials: tea, coffee, oil, spices, paper towels, bin liners, cling wrap, dish soap, sponges, etc. Make sure all kitchen furniture, decor, and amenities are in the correct position and nothing is misplaced. Store all appliances in their designated cabinet.	
5. DINING AREA (if applicable)		3–5 min
<i>Table</i>	Move furniture aside when cleaning the floor to catch any remaining crumbs. Check that nothing is stuck to the bottom of the table. For wooden, glass, or marble tables, remove all fingerprints and smudge marks.	
<i>Tablecloths</i>	Check washable fabric tablecloths for stuck food or stains.	

TASK	DESCRIPTION	TIME
<i>Chairs</i>	Spray-clean all chair surfaces. Check upholstery if present. Disinfect any highchairs or booster seats. Wipe between furniture spindles to catch hidden crumbs.	
<i>Centerpieces</i>	Clean the centerpiece using the appropriate method based on its material, or leave it as-is if no cleaning is needed.	
<i>Final Presentation</i>	Ensure the dining area looks professionally set before you leave.	
6. BATHROOM(S)		10 min each
Disinfection	Spray and disinfect wall tiles, mirrors, vanity, and the bathtub area including the screen (if applicable), tiles, and tub. Flush the toilet and spray-disinfect inside and out. Disinfect the trash bin.	
<i>Walls & Light Fixtures</i>	Wipe all walls clean from left to right. Dust all light fixtures.	
<i>Windows (if applicable)</i>	Check glass for oily stains and spray-clean. Clean the window frames as well.	
<i>Mirrors</i>	Wipe clean and check for oily stains.	
<i>Vanity / Sink</i>	Make sure the drain is not clogged. Wipe the countertop and wall tiles clean, including the doors and baseboard. Clean inside the vanity cabinet if needed. Clean the sink and tap. Polish the sink, tap, and drain ring with a clean rag. Clean the front face of the vanity.	
<i>Bathtub / Shower Area</i>	Bathtub style: roll up the shower curtain, put away soap containers. Wipe the tile walls from top to bottom, left to right, including the shower and taps. Wipe the inner and outer sides of the tub, paying special attention near the toilet. If soap scum is present, use a magic eraser. Finish by polishing with a clean rag, especially the tub, taps, and drain ring. Tiles should be shining. Pull down the curtain and check for stains. Make sure the drain is not clogged. Glass shower style: clean with rags only — a squeegee is not recommended. Use one rag for cleaning and another for finishing. Make sure the drain is not clogged.	
<i>Toilet Seat</i>	Move aside any objects near the toilet, such as a brush or plunger. Sanitize the toilet thoroughly: scrub inside with a brush and toilet cleaner. Clean the outside, all around, behind, and the bottom. Wipe the lid and screws area. Flush the toilet and check there is no hair floating. Polish with a clean rag.	
<i>Garbage Bin</i>	Wipe the outside clean — pay extra attention to aluminum-finish bins.	
<i>Restock</i>	Replenish according to the unit standards. If soap or lotions need refilling, do this first, before disinfection. Restock: facial tissues, toilet paper, hand soap, shampoo, conditioner, body wash. Replace towels and/or curtains. Replace toilet paper if the roll is running low.	
7. LAUNDRY AREA		3 min
Laundry Area	Empty all lint traps. Spray-clean the outside of the machines and wipe any spills. Check for hair. Open all machine doors to inspect inside. Tidy up the entire laundry area.	

TASK	DESCRIPTION	TIME
8. BALCONY, DECKS, A/C UNITS & EXTERIORS (if applicable)		5 min
Exterior Areas	Apply the same cleaning standard as indoors. Check walls and clean patio furniture: chairs, tables, and surfaces. Lift BBQ covers — if the BBQ has been used, clean it. Sweep the floor.	
9. ENTRANCE / VESTIBULE / HALLWAY		3 min
Entrance	The entrance tends to get dirty quickly from muddy shoes. Spray-clean the inner side of the door, especially the knobs. Make sure coat hangers are in good shape. Remove gravel and soil from rugs and shoe trays.	
<i>Informational Panels & Posters</i>	Make sure all posted materials (e.g. house rules, local info, passes) are in place and clean. Acrylic poster holders or unit welcome books should be fingerprint-free and well-presented.	
10. FLOORS & STAIRCASES		20–30 min
Vacuum Floors & Carpets	Start in the bedrooms or on balconies, and check under all beds. Vacuum under the beds. Continue through the living room, kitchen, and bathroom, working from the far wall toward the main door, and finish at the unit entrance. Vacuum over all rugs and lift their corners to vacuum underneath as well.	
<i>Mop All Floors & Clean Baseboards</i>	Use one mop pad per unit — do not reuse pads between different apartments. Extensive areas may require two or more pads. Wooden baseboards collect dust and hair and can stain easily between guests, so pay close attention to them.	
11. FINAL INSPECTION		3 min
The final inspection is a mandatory, quick review of your work before leaving the unit. It ensures the cleaning meets the required standard. Critical areas to check: • Under beds • Tubs and showers (check walls for hair) • Toilet (base for urine, inside bottom for missed spots) • Beds (hair between pillows and on top) • Nightstands and side tables (check the back for bottles, napkins, etc.) • Mirrors (fingerprints, grease, hair) • Sinks and vanities (hair and missed spots) Inspect granite and wood surfaces from different angles and with backlighting to spot clear or sticky liquid spills. Open every drawer with a rag and close it immediately — this quick check helps catch anything left behind. Check the living room: inspect sofas and chairs for hair; wipe down any tables. Check the kitchen. Turn off all lights. Set curtains as requested by the host. Make sure you have not left any of your own cleaning equipment or supplies behind.		

TASK	DESCRIPTION	TIME
	Close and lock the door. Double-check that it is locked before leaving.	