



Airbnb Cleaning Checklist

(864) 903-7377

hannahscleaning18@gmail.com
www.hannahscleaningservices.com
100% Customer Satisfaction

Client:

Date:

Staff:

LAUNDRY

- Gather all used towels, washcloths, bath mats
- Bedding gets bagged in pillowcases and taken off site to be cleaned. Use appropriate bags for clean laundry and dirty laundry, do not mix bags.
- Check for stains, damage, or missing items before washing
- Start the first load of laundry immediately upon arrival
- Wash using the correct detergent and settings
- Dry completely before folding (do not leave damp)
- Fold towels neatly and make beds with clean linens
- Replace any stained or damaged linens with backup inventory
- Return all extra linens to the designated storage area
- Clean lint trap after each dryer cycle
- Verify washer and dryer are empty before leaving
- Take any dirty laundry to appropriate drop off location immediately after cleaning is completed

KITCHEN & DINING AREA

- Wipe down table and chairs
- Clean countertops
- Wipe down cabinets and drawers (check inside for crumbs and disorder)
- Clean sink and faucet
- Stove: clean top, front and inside
- Oven: clean inside and outside
- Microwave: clean inside and outside
- Refrigerator & Freezer: clean outside and inside, throw away any food left behind unless instructed otherwise by management
- Dishwasher: put away clean dishes then clean outside and inside
- Sweep/vacuum and mop floor
- Replace towel and dishcloth, and any other replaceable or restock items (i.e. sponge, soaps, trash bags, snacks, water)

BATHROOMS

- Clean toilets (including bowl, seat and base)
- Scrub tower/tub (including tiles, grout and showerhead)
- Clean sink and faucet
- Wipe down mirrors
- Clean countertops
- Dust blinds and windowsills
- Clean inside and outside of cabinets
- Replace hand towel, soaps and toilet paper (at least 2 rolls, more if they have holder)
- Vacuum and mop floors, refresh bath mats
- Double check everything for hairs/dirt

BEDROOMS

- Dust surfaces
- Dust blinds or curtains and windowsills
- Remove smudges and fingerprints from all glass windows, mirrors or doors
- Check drawers in furniture for dirt or items left behind
- Clean baseboards
- Make bed
- Stage bedroom with 2 bath towels and 2 wash cloths (unless otherwise directed in job notes)
- Vacuum or sweep and mop floors

COMMON AREAS AND ENTRYWAYS, DECKS, STAIRS, & PORCH AREAS OUTSIDE

- Vacuum couches and under the cushions
- Dust light fixtures
- Clean door knobs and switch plates
- Vacuum carpets and rugs
- Dry dust electronics
- Dust decoratives
- Spot clean windows and Clean glass doors (no smudges or fingerprints)
- Remove all cobwebs
- Wipe down all furniture and stage it if it has been rearranged
- Sweep or blow off all pine needles, pollen, leaves

FINAL CHECK

- Check all rooms for missed spots
- Ensure that all trash has been removed from the premises
- Confirm that all appliances and fixtures are in their original place.



SAFETY CHECKLIST

- Stove/ Oven is off
- Toilets not running
- All faucets are off
- Windows are left as found
- Owner's closet is locked.
- All lights are turned off
- Door locked, if required
- Heat/ Air changed back to setting found upon arrival

NOTES