

AirBnb Cleaning Checklist

Areas	Cleaning Tasks	Client Notes
Kitchen	Wash, disinfect and put away dishes	
	Sanitize all surfaces including light switches, outlets, door handles, doors, counter tops, exterior cabinets front and tables	
	Disinfect inside of sink and sink backsplash	
	Wipe down interior and exterior of small appliances including microwave and coffee maker	
	Wipe exterior appliances including the oven/stove and refrigerator	
	Refill kitchen supplies (specify per client) including dish soap, dish towels, sponges, dish rags, paper towels	
	Sweep and mop floors	
	Take out trash, wipe and disinfect trash can and replace trash bags	
	Make sure all kitchen supplies and décor are arranged nicely	
	Window interior cleaning and dust windowsills	
Areas	Cleaning Tasks	Client Notes
Livingroom	Wipe down end tables, coffee tables, bookshelf's, shelving, and other furniture specific to client needs	
	Dust appliances such as TV's, other electronics, décor, lamps, and ceiling fans	
	Wipe and sanitize light switches, outlets, door handles, doors, tv remote	
	Clean and refresh furniture cloth items such as couches, chairs, throws and throw pillows with a fabric refresher spray	
	Vacuum floors including underneath, around furniture items	
	Vacuum couch and underneath couch cushions	

	Ensure guest entertainment is in order and arranged nicely including books, DVD's, board games, décor, and artwork	
	If client has a welcome/ guest book, wipe front cover and put in an easily accessible place or specific to client's request.	
	Gather dirty bathroom linen including bath towels, bathmats/ rug, bath rags, hand towels, shower curtain	
Areas	Cleaning Tasks	Client Notes
Bathrooms	Check the sink/ vanity drawers for personal items, remove and notify host	
	Wipe and disinfect light switches, outlets, doorknobs, and doors	
	Wipe and disinfect sink counter tops, sink backsplash, cabinet- drawer fronts, and faucets	
	Clean mirrors with paper towels and Windex	
	Clean, scrub, disinfect bathtub (s), shower (s), faucets, and shower doors	
	Dust windowsills, vents, and fans	
	Empty and wipe trash cans	
	Ensure there are enough amenities including travel size disposable shampoo and conditioner, hand soap, toilet paper, and paper towels.	
	Ensure bathroom includes these items, hairdryer, toothbrush holder, soap dispenser and other items specific to client	
	Put out nicely clean rags, bath towels, bathmats/ rugs, shower curtains	
	Sweep and mop floors	
	Check the entire bathroom for wear and tear, mold, and other damage, report to host	
	Remove and gather bed linen including comforter's, sheets, pillowcases, blankets (specific to client needs)	

Areas	Cleaning Tasks		Client Notes
Bedrooms	Dust the tops of dressers and nightstands		
	Wipe down high touch surfaces including light switches, outlets, doors, doorknobs, and tv remotes		
	Dust bedroom décor (specific to client needs)		
	Check the room for any personal belongings		
	Ensure there's no sign of damage on bedding, furniture and other bedroom items that can be privy to damage		
	Vacuum bedroom floors including underneath the bed, closets		
	Empty trash cans and replace with a new trash bag, wipe, and disinfect as needed		
	Make beds with new bed linen including pillowcases, comforter's, blankets, sheets, and throws		
	Ensure any bedroom décor, artwork and knick-knacks are arranged nicely		
On Site Laundry Service	Areas	Linen Items	Client Notes
	Kitchen	Kitchen rags, hand towels, oven mitts, kitchen rugs-matts	
	Livingroom	Couch throws	
	Bedroom's	Comforters, sheets, pillowcases, blankets	
	Bathroom's	Bath rags, bath towels, shower curtain, bathmats-rugs	
Additional Services	Carpeted Areas		Client Notes
Carpet Cleaning Service	Livingroom		
	Bedrooms		
	Hallways-Walkways		
	Other Carpeted Areas		

Upholstery Cleaning Service	Upholstery Furniture Items	Client Notes
	Mattress (s)	
	Couch (s) or Sofa	
	Sectional (s)	
	Dining chair (s)	
	Office Chair (s)	
	Loveseat (s)	
	Lounge chair (s)	
	Ottoman (s)	
	Armchair	
Interior- Exterior Appliance Cleaning	Appliance Items	Client Notes
	Refrigerator	
	Oven	
	Stove	
Interior- Exterior Window Cleaning	Areas	Client Notes
	Kitchen	
	Livingroom	
	Bedroom(s)	
	Bathroom (s)	
Other Areas		