

# CLEANING CHECKLIST

## Luxe Mountain Living, LLC



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### Exterior

- Wipe down and clean patio furniture **including grill. Check propane levels**
- Sweep entrances and decks
- Replace any burned out light bulbs. If they are too high, call Tamie. DO NOT risk hurting yourself!
- Pick up trash, cigarette butts, etc.

### Kitchen

- Make sure the dishwasher has been loaded and started by the guest. If it has not, please let me know. Put dishes away in the correct place
- Organize cabinets and drawers. Wipe them out if needed
- Clean & sanitize all surfaces including countertops, tables, outside of cabinets, etc.
- Clean & sanitize all appliances including phone, toaster, and coffee maker. Sometimes these things go in cabinets, so look for empty spaces if you are not familiar with the property yet
- Remove all food left in the refrigerator and freezer; clean & sanitize
- Re-stock supplies including soap (sometimes in dispensers) dish detergent & paper towels
- Sweep and mop floors; be sure to move furniture. Vacuum rugs, if applicable
- Clean out oven, microwave and clean dishwasher using vinegar if needed
- Remove all trash; clean and sanitize trash can and replace trash bag
- Clean and polish windows and windowsills, if applicable. You are not required to clean outside of windows unless they are easily accessible
- Replace any burned out light bulbs. If they are too high, call Tamie. DO NOT risk hurting yourself!
- Polish stainless steel; recommend microfiber rag and stainless steel polish or Pledge Multi-Surface

- ❑ Clean out the sink and polish it and the faucet, if it is stainless steel
- ❑ Open all cabinets and drawers and straighten them. Organize Pantry if needed
- ❑ Wipe down all kitchen chairs
- ❑ Check for cobwebs; vacuum or use a broom if they are present
- ❑ Dust all surfaces including television, shelves, coffee tables, end tables, kick knacks, lamps, ceiling fans, blinds, picture frames, light fixtures, etc. Be sure to dust UNDER objects

### Living & Laundry Area

- ❑ Dust all surfaces including television, shelves, coffee tables, end tables, kick knacks, lamps, ceiling fans, blinds, picture frames, light fixtures, etc. Be sure to dust UNDER objects
- ❑ Sweep, mop and/or vacuum all floors including underneath furniture. A lot of trash and dirt accumulates underneath and it is noticeable for owners and renters. This not being done is one of the biggest complaints in the vacation rental industry
- ❑ Vacuum couches and recliners or wipe down with natural cleanser if they are leather
- ❑ Clean and polish windows and window sills if applicable. You are not required to clean outside of windows unless they are easily accessible
- ❑ Replace any burned out light bulbs. If they are too high, call Tamie. DO NOT risk hurting yourself!
- ❑ Remove all trash; clean and sanitize trash can and replace trash bag, if applicable
- ❑ Check for cobwebs; vacuum or use a broom if they are present
- ❑ Clean and polish windows and windowsills, if applicable. You are not required to clean outside of windows unless they are easily accessible
- ❑ Empty lint traps and make sure washer and dryer are empty before you leave
- ❑ Clean sink area in laundry room/bar area if applicable

### Bedrooms

- ❑ Dust all surfaces including television, shelves, coffee tables, end tables, kick knacks, lamps, ceiling fans, blinds, picture frames, light fixtures, etc. Be sure to dust UNDER objects
- ❑ Sweep, mop and/or vacuum all floors including underneath furniture/beds. A lot of trash and dirt accumulates underneath and it is noticeable for owners and renters. This not being done is one of the biggest complaints in the vacation rental industry
- ❑ Wash & changes ALL linens. This is where you have some flexibility and why we require that each property we maintain has at least 2 sets of sheets for each bed. Especially during holidays where you only have an average of 5 hours to clean a home, the sheets can be

changed and any that cannot be washed at the property can be bagged, labelled, and laundered off-site. You would then bring them back the next time you clean the property. Be sure to label and return ALL linens to each property. Comforters, duvets, and larger items should be washed if time allows. Check for stains and we can have them dry-cleaned if needed. Some owners have an extra comforter for each bed as well.

- ❑ Make sure fitted sheets are tight, flat sheets are tucked in, pillow cases are tucked in and have the appropriate size pillow case on them, bedspreads are even, and pillows are arranged in a neat and professional manner
- ❑ Remove all trash; clean and sanitize trash can and replace trash bag, if applicable
- ❑ Replace any burned out light bulbs. If they are too high, call Tamie. DO NOT risk hurting yourself!
- ❑ Check for cobwebs; vacuum or use a broom if they are present

## Bathrooms

- ❑ Wear gloves!
- ❑ Clean and sanitize all surfaces including, sinks, countertops, shower, faucets, etc.
- ❑ Clean the toilet inside and out - very thoroughly including around the sides of the bowl and on the sides near the floor
- ❑ Clean the mirror and make sure there are no streaks
- ❑ Wash and change the towels. Each bathroom will need to have a matching set of towels hung up on towel racks. Fold into thirds and hang bath towels, then hand towels over the top
- ❑ Fold the end of the toilet paper in a triangle shape
- ❑ Restock amenities including toilet paper, shampoo, conditioner and body wash (travel size or dispensers), ensure that towels, wash cloths and other items are put back where they belong. Some owners have a designated linen closet and others keep some under the bathroom sinks as well
- ❑ Sweep, mop and/or vacuum all floors
- ❑ Remove all trash; clean and sanitize trash can and replace trash bag, if applicable
- ❑ Open all cabinets and drawers and straighten them
- ❑ Replace any burned out light bulbs. If they are too high, call Tamie. DO NOT risk hurting yourself!
- ❑ Check for cobwebs; vacuum or use a broom if they are present