



Checklist For Housekeeping Team

No	ARRIVAL CHECKLIST FOR HOUSEKEEPING TEAM	<input checked="" type="checkbox"/>
1	Check closets, and nightstands and report any items left by guests. Take pics and please notify me immediately.	<input type="checkbox"/>
2	Notify us of any insects, ants, or bugs	<input type="checkbox"/>
3	Send photo documentation.	<input type="checkbox"/>
4	Consolidate all linens (sheets, towels, etc) from all bedrooms and bathrooms and bring them to the laundry room to wash	<input type="checkbox"/>
5	Start a load of towels/sheets immediately on Arrival	<input type="checkbox"/>
6	Consolidate all trash (from the bathrooms) into the kitchen trash can, check the fridge and freezer to make sure they are working, and remove any items left behind by guests.	<input type="checkbox"/>

No	LIVING ROOM CHECKLIST FOR HOUSEKEEPING TEAM	<input checked="" type="checkbox"/>
1	Make sure pillows are staged nicely on both couches	<input type="checkbox"/>
2	Vacuum couch & pillows to remove any lint & dust (as needed).	<input type="checkbox"/>
3	Clean and disinfect coffee table and side tables	<input type="checkbox"/>
4	Make sure to clean any marks on the walls.	<input type="checkbox"/>
5	Dust the TV, wipe down remotes, and place them on the TV stand	<input type="checkbox"/>
6	Sweep/vacuum rug/floor & mop floors.	<input type="checkbox"/>
7	Dust light fixtures/fan	<input type="checkbox"/>
8	Dust and wipe walls and baseboards if necessary (remove any dead bugs and spiderwebs).	<input type="checkbox"/>
9	Send a Picture of the Living Room	<input type="checkbox"/>
10	Sweep/vacuum rug/floor & mop floors.	<input type="checkbox"/>
11	Ensure Windows is clean from smudges	<input type="checkbox"/>



Checklist For Housekeeping Team

No	KITCHEN/DINING ROOM CHECKLIST FOR HOUSEKEEPING TEAM	<input checked="" type="checkbox"/>
1	Empty/wipe down the fridge and freezer. Check bottom drawers for any spills.	<input type="checkbox"/>
2	Dispose of all food that is opened and left behind. Unopened items can stay for the next guest based on your discretion.	<input type="checkbox"/>
3	Clean the stovetop and outside of the oven.	<input type="checkbox"/>
4	Clean the inside and outside of the microwave.	<input type="checkbox"/>
5	Clean Coffee Machine.	<input type="checkbox"/>
6	Clean sink, wipe/dry faucet.	<input type="checkbox"/>
7	Check the dishwasher for dishes. If clean put away. If not wash with the other dishes and put them away so the dishwasher is empty and ready for the next guests. Wipe down the front of the dishwasher.	<input type="checkbox"/>
8	Clean and wipe down countertops, cooktop, door & cabinet handles, sink, and faucet.	<input type="checkbox"/>
9	Wipe counters, cabinets, and trash can.	<input type="checkbox"/>
10	Vacuum and Mop floors.	<input type="checkbox"/>
11	Spot check cabinets and check crumbs etc are not in the drawers or cabinets.	<input type="checkbox"/>
12	Put a new paper towel in the holder if less than 1/2 left, and put the old one in the pantry cabinet.	<input type="checkbox"/>
13	Put out one new hand towel on the stove's open handle.	<input type="checkbox"/>
14	Report missing items (pots and pans, utensils, plates, appliances, etc).	<input type="checkbox"/>
15	Refill hand and dish soap dispenser if low or empty.	<input type="checkbox"/>
16	Check if we are low in coffee, filter, cream.	<input type="checkbox"/>
17	Vacuum and mop floors around the table floor.	<input type="checkbox"/>
18	Wipe down the dining room table and chairs. Refold blankets on chairs if needed.	<input type="checkbox"/>
19	Send a Picture of the Kitchen and dining room.	<input type="checkbox"/>



Checklist For Housekeeping Team

No	BEDROOM CHECKLIST FOR HOUSEKEEPING TEAM	<input checked="" type="checkbox"/>
1	Check closets/desk drawers for guest items and missing items.	<input type="checkbox"/>
2	Check for garbage (under the bed/between the mattress and headboard).	<input type="checkbox"/>
3	Remove linens and laundry.	<input type="checkbox"/>
4	Lay out 2 bath towels, 1 hand towel, and 2 washcloths.	<input type="checkbox"/>
5	Wipe down side tables.	<input type="checkbox"/>
6	Dust and wipe walls, baseboards & windowsills (Remove any dead bugs and spiderwebs.).	<input type="checkbox"/>
7	Sweep/vacuum rug/floor & mop floors.	<input type="checkbox"/>
8	Send a Picture of the Bedroom.	<input type="checkbox"/>
9	Check closets/desk drawers for guest items and missing items.	<input type="checkbox"/>
10	Check for garbage (under bed/between the mattress and headboard).	<input type="checkbox"/>
11	Remove linens and laundry. Remake the bed with clean linens.	<input type="checkbox"/>
12	Dust and wipe walls and baseboards & window sills (Remove any dead bugs and spiderwebs).	<input type="checkbox"/>
13	Wipe down side tables.	<input type="checkbox"/>
14	Sweep/vacuum rug/floor & mop floors.	<input type="checkbox"/>
15	Lay out 2 bath towels, 1 hand towel and 2 washcloths.	<input type="checkbox"/>
16	Send a Picture of the Bedroom.	<input type="checkbox"/>
17	Check closets/desk drawers for guest items and missing items.	<input type="checkbox"/>
18	Check for garbage (under bed/between the mattress and headboard).	<input type="checkbox"/>
19	Remove linens and laundry. Remake the bed with clean linens.	<input type="checkbox"/>
20	Dust and wipe walls and baseboards & window sills (Remove any dead bugs and spiderwebs).	<input type="checkbox"/>
21	Lay out 2 bath towels, 1 hand towel and 2 washcloths.	<input type="checkbox"/>
22	Wipe down side tables.	<input type="checkbox"/>



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23	Send a Picture of the Bedroom.	
24	Sweep/vacuum rug/floor & mop floors.	
25	Clean any trash and wipe down the outdoor table.	
26	Arrange furniture & wipe off any leaves.	
27	Send a Picture of the Patio area.	

No	ENTRY AREA CHECKLIST FOR HOUSEKEEPING TEAM	<input checked="" type="checkbox"/>
23	Vacuum, and mop the floor.	
24	Clean walls with any markings or dirt.	
25	Dust entry table/cabinet.	
26	Dust baseboards & windowsills.	

No	BATHROOM CHECKLIST FOR HOUSEKEEPING TEAM	<input checked="" type="checkbox"/>
1	Check the entire bathroom for wear-and-tear, leaks, and other damage (are the towel racks falling off, etc) Take pics and please notify us immediately.	
2	Clean shower walls, floor, and hardware (ensure shower curtain liner is inside shower and curtain is outside).	
3	Clean mirror.	
4	Clean vanity, drawers, sink, and hardware.	
5	Clean light switch.	
6	Refill hand soap if empty or low.	
7	Refill shampoo, conditioner, body wash, and lotion if empty or low.	
8	Clean toilet, seat, tank, and base. Clean and mop the floor. Wipe walls surrounding the toilet.	
9	Empty the trash bin. Wipe down the trash can..	
10	Put out clean Hand towel & clean bath mat	
11	Place 3 sets of toilet paper under the sink in the bathroom.	
12	Send a Picture of the Guest Bathroom	