

Airbnb:

Upon entering the unit, take inventory of the consumable items and restock. If any items ae running low be sure to report in a timely manner to give owners enough time to restock.

Change Linen & Towels

• Strip used linen, Bed sheets, and spray with disinfectant towels, bathmats and hand towels. Replace with fresh ones.

Clean Kitchen:

- Wash and put away any dishes left out.
- Empty dishwasher
- Check other appliances are empty, clean, and functional.
- Check fridge-remove anything used or expired left behind by guest except for condiments and wipe any spills and crumbs (clean the fridge.)
- Wipe down kitchen table and chairs.
- Clean and polish sink taps and other hardware.

Clean Bathroom

- Sanitize and clean toilet.
- Shine sink and mirror.
- Spot clean shower: depending on how long your guest stayed, you may only need to wipe over the shower for most cleans and give it a deeper clean periodically.
- Replace shower curtain liner if there is noticeable soap scum build up.
- Check drain holes.
- Ensure there is no hair left behind in shower and rest of bathrooms.
- Empty trash can
- Re-stock consumables.

Dust, Tidy, Reset:

• Dusting throughout: wipe down tables, surfaces, light switches and base boards where needed. While you're doing the dusting, check that guests haven't left anything behind.

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- Make sure all lights are working (keep some spare light bulbs handy!), taps aren't dripping or leaking, fans, air conditioning and heaters work and maybe keep a lamp on for your late checkin guests!
- Stack magazines, plump up cushions, straighten rugs, arrange decor items, leave out guest information booklets, redraw blinds and curtains.
- Sweep, vacuum, and mop
- Depending on the type of floor, how dirty it is and how long your guest stayed, you may only need to spot mop the floors.
- If you have any outdoor areas, sweep up dirt, debris, leaves, clean tables, chairs, or benches etc. so your porches, balconies and outdoor entertaining areas are neat and tidy, and dirt isn't tracked into the house.

When cleaning is complete, spray frequently touched surfaces with disinfectant spray.