

To ensure thorough cleaning of all areas, you are **required to use a 2-step ladder or shorted**

The following section is to be completed in EVERY ROOM of the house

- ✓ Remove all cobwebs and bugs from ceilings, within reach
- ✓ **Wet wipe all blinds**, furniture and electronics
- ✓ Dust all picture frames, artwork and clean glass
- ✓ Clean all light switches and outlets
- ✓ **Wet clean all baseboards**, vacuum around floor edge
- ✓ **Wet clean all ceiling fans**, window sills and windows
- ✓ **Wet clean** all doors, their frames, knobs and surface around knobs
- ✓ Clean under all area rugs and wash if possible
- ✓ Clean all sliders, tracks and glass doors, windows inside **and** out
- ✓ Sweep, mop, vacuum all floors/carpets thoroughly
- ✓ Clean all handrails, banisters and stairs
- ✓ Clean inside and out of all light fixtures within reach
- ✓ Clean under all furniture that can be moved or use vacuum attachment
- ✓ Wet clean inside and organize all cabinets, shelves, drawers and closets
- ✓ Remove all trash, clean inside and out of all trash cans, including lids
- ✓ Place clean trash liner in all trash cans. No plastic bags
- ✓ Clean all baby furniture and check condition. Report if damaged
- ✓ Clean all reachable air vents
- ✓ Clean all glass and mirrors throughout home
- ✓ Clean all sinks and tubs, and open all stoppers
- ✓ Clean and secure all windows and doors, close blinds and curtains
- ✓ Throw out old magazines, random game pieces, and any other rental company's brochures or advertisement

****Clean any fake plants**

KITCHEN/KITCHENETTES/CABANAS

- ✓ Clean inside and out of all appliances, pull out if possible:
 - Refrigerators – take apart and remove all drawers and shelves and clean
 - Freezers, Microwaves, Ovens, Dishwashers
 - Stoves, including drip pans and underneath stovetop (do not slide out stove, only remove bottom drawer)
 - Ice Makers – Empty ice trays and leave in **off** position
- ✓ Wash all dishes, silverware, pots and pans and put them neatly back in place. Use dishwasher, if safe.
- ✓ Clean all countertops, all cabinets inside and fronts, under cabinets and kickboards
- ✓ Clean walls behind trash cans and all splash boards
- ✓ Wash all dishcloths, mitts, pot holders and placemats, if washable at the property!
- ✓ Bring all rusted, scratched up, damaged items to office with the property number.

NEVER LEAVE THE HOUSE WITH SELF CLEANING OVEN ON

DINING ROOM/LIVING ROOM/GAME ROOM/SITTING ROOM

- ✓ Clean all chairs including legs, seats, backs
- ✓ Vacuum/sweep all pool tables and other game tables
- ✓ Clean all pool cues, racks and stands
- ✓ Vacuum under all sofa and chair cushions
- ✓ Pull out sleep sofa and clean under
- ✓ Clean all fireplaces, tools, doors and mantel

BATHROOM

- ✓ Thoroughly **scrub**/clean all tubs, including top ledge
- ✓ Clean toilets **inside**, outside, lid and bases and water valve
- ✓ Check shower liners, report if replacement needed
- ✓ Clean all towel bars, toilet paper holds, hooks
- ✓ Report if any mildew cannot be removed
- ✓ Scrub all shower door tracks (NO mildew or old dirt)
- ✓ Clean and dry all faucets
- ✓ Clean shower heads
- ✓ Clean all Jacuzzis by filling and running jets with dishwasher detergent, make sure jets are mold-free
- ✓ Wash shower curtains and rugs
- ✓ Clean all bath ensembles

LAUNDRY

All bedding, mattress pads and blankets from closets will be washed at the property! The only exceptions are large/heavy bedspreads, mattress pads and badly stained items.

- ✓ Clean inside and out of washer and dryer
- ✓ Clean **beside and behind** washer and dryer
- ✓ Clean under the washer and dryer if they can be moved. Be careful **not** to pull vent from the wall

OUTSIDE

- ✓ Clean all decks and deck furniture. Arrange neatly
- ✓ Straighten all pool furniture and clean as needed
- ✓ Clean and remove all cigarette butts/trash
- ✓ Clean outside showers, removing all trash and sweeping sand out
- ✓ Clean all cabana areas, tiki bars and baths
- ✓ Spray off reachable windows
- ✓ Check yard for trash and remove
- ✓ Clean carport area
- ✓ Clean all entranceways of trash, debris and cobwebs
- ✓ Clean all screened-in porches
- ✓ Neatly roll water hoses up
- ✓ Bring all empty trash cans to the house
- ✓ Take all trash cans to road if trash is in them
- ✓ Clean grill, inside and out. Empty grease trap if gas. Empty charcoals. Report if damaged or rusted
- ✓ Clean outside storage areas and closets
- ✓ Clean pool and beach toys and place neatly in storage. Throw out all damaged pool toys
- ✓ Inspect hot tub cover and report if damaged

Do not throw anything away in trash cans at the house such as dishes, pillows, artwork, magazines.

Bring to the office!

Put property number on EVERYTHING you bring to the office. Mark it at the house, not at the office.