

Airbnb Cleaning Checklist



Airbnb cleaning checklist



KITCHEN CHECKLIST

- ☐ Sweep the floor.
- ☐ Wipe down surfaces.
- ☐ Bin leftover rubbish.
- ☐ Empty the bin and replace it with a new bin liner.
- ☐ Clean any dirty dishes, cutlery or equipment.
- ☐ Dry anything you've cleaned and put the items away.
- ☐ Clean the inside of your oven or microwave if dirty.
- ☐ Wipe down dirty windows.
- ☐ Mop the floor and let the room ventilate so that it can dry.

LIVING ROOM CHECKLIST

- ☐ Vacuum the floor or sweep the floor.
- ☐ Wipe the dust off skirting boards.
- ☐ Bin leftover rubbish.
- ☐ Use a duster to clean hard to touch places.
- ☐ Lift cushions off furniture such as sofas and chairs and check for any crumbs or dirt.
- ☐ Move furniture and vacuum underneath.
- ☐ Wipe down tables and any hard surfaces.
- ☐ Clean the tv surface and any dirty windows if dust or stains have accumulated.
- ☐ Mop the ground if you have a hard floor.
- ☐ Leave the room to ventilate.

BATHROOM CHECKLIST

- ☐ Clean the toilet and seat thoroughly.
- ☐ Use a limescale remover to soak any difficult to remove stains.
- ☐ Soak the toilet with bleach or toilet cleaner for a few minutes before flushing.
- ☐ Bin leftover rubbish.
- ☐ Wipe the bathroom mirror and ensure that the sink is thoroughly cleaned and shiny.
- ☐ Clean the bath/shower. Ensure that any glass surfaces and the hand wash basin are clean, clear and dry to ensure good presentation and prevent mould.
- ☐ Replace guest items such as loo roll and toiletries.
- ☐ Sweep, mop the floor and allow the room to ventilate.

BEDROOM CHECKLIST

- ☐ Remove old bed linen and allow the bed to aerate.
- ☐ Vacuum/sweep the floor.
- ☐ Use a duster to clean hard to touch places.
- ☐ Wipe down any high contact surfaces such as tables and bedside cabinets.
- ☐ Ensure all wardrobes are clean, tidy and smell nice.
- ☐ Bin leftover rubbish.
- ☐ Replace the bed linen.
- ☐ Mop the ground if the floor is a hard surface.
- ☐ Allow the room to ventilate.

QUALITY CONTROL CHECKLIST

- ☐ Check each room at least one more time.
- ☐ Pay special attention once more to high contact areas such as furniture, handles and surfaces.
- ☐ Double check again that all bed sheets and linen are clean.
- ☐ Make sure that areas prone to stains and smells such as kitchens and toilets are spotless.
- ☐ Ensure that the property is well presented as well as clean.

PROPERTY DAMAGE CHECKLIST

- ☐ Keep an inventory of items in the property.
- ☐ Photograph each room and any items of value.
- ☐ Check and photograph damage and lost inventory as soon as the guest leaves.
- ☐ Take a note of any changes in the state of the property before each guest arrives.
- ☐ Look for any broken items in your bins before disposing of anything.

NOTES & COMMENTS

Date: _____

Completed by: _____