

DEEP CLEAN GUIDE

I. Living Room/Dining Room

- Remove all dust and cobwebs from ceilings, log/wooden beams, walls, ceiling fans, window sills, chair rails, doors and frames, including tops.
- Windows and sliding glass doors need to be cleaned, as well as the tracks. This includes the outside of all windows and doors. Please clean with an appropriate glass cleaner. Windows that cannot be reached on the outside need to be noted on paperwork.
- Mini-blinds need to be removed, cleaned, dried, and re-hung. If they are not working properly, please measure them and note the size on paperwork so they can be replaced.
- Lamps, lampshades, pictures, mirrors, light fixtures, ceiling fans and globes need to be clean and dust free.
- Heat and air vents need to be soaked and cleaned, dried and replaced. If vents need to be replaced or painted, please note on paperwork.
- Move all furniture and clean the floors under each item.
- Wood furniture should be cleaned with wood polish.
- Leather furniture should be cleaned with an appropriate cleaner.
- Sofas should be cleaned under the cushions. Sofa sleepers should be opened and the frame should be cleaned. Make sure the sleeper is in working order.
- Glass top tables should be cleaned on the top and bottom, and any grooves should be dirt free.
- Bookshelves, cabinets and drawers should be emptied out, cleaned, inventoried, and then restocked neatly.

II. Kitchen

- Refrigerator: completely clean it on the inside and out. Remove the shelves and drawers and clean with an appropriate cleaner, such as Clorox Clean-Ups. Clean the drip pan and bottom grill. Pull out refrigerator and clean any debris/food from behind the unit. Also, clean the floor of all dirt.
- Stove/Oven: completely clean it. This includes the stovetop, burner trays, oven drawer, inside the unit and its racks. Put foil in the bottom of the oven. Pull out stove and clean food/debris from under it. Also, clean the floor of all dirt.
- Clean exhaust hood and filter.
- Microwave: clean it inside and out. To loosen stubborn food debris, place a microwave-proof container filled partly with water inside, and let run for about 2 minutes.
- Counters: clean them all. If they are stained, please consider using bleach and a toothbrush.
- All appliances (can opener, toaster, blender, coffee pot, etc.) must be cleaned with an appropriate cleaner. Make sure they are in working order, and note on the paperwork if something needs to be replaced.

- Empty all cabinets and drawers, clean inside and out, and inventory the contents on the attached Kitchen Form. This includes dishes, silverware, glasses, etc. Then restock.
- Run all dishes and utensils through the dishwasher. Hand wash larger pots and pans.
- Clean all trash cans inside and out.
- Sweep and clean the dirt from floor.
- Throw away any trash under the sink or in the pantry.
- Clean all windowsills, baseboards, doors (including the top of the doors!), ceiling fans and light fixtures using the appropriate cleaner.
- Clean all grease from blinds. Mini-blinds need to be removed, cleaned, dried, and re-hung. If they are not working properly, please measure them and note the size on paperwork so they can be replaced.
- Place any unusable kitchen items on the counter for removal. Examples include scratched Teflon, rusty silverware, chipped/cracked dishes, etc. Please note these items on the Kitchen Form.

III. Bathrooms

- Toilets: clean inside and out, removing all stains if possible. If you have trouble with stains, please note there are cleaning stones for stains.
- Showers, Tubs, Jacuzzis: remove all mildew, soap scum, stains, and hair. Please make note if caulking needs to be replaced. Remember to clean the sliding doors and the rails on tubs and showers. Wash the shower curtains/liners and if they do not come clean, please replace them. If you do not replace them and we have to do it, the owner will be billed.
- Remove glass light fixtures and clean them.
- Mirrors: clean all mirrors, leaving no streaks or fog.
- Vanity: clean outside and inside the drawers.
- Clean pictures and dust cobwebs from ceilings and corners.
- Sweep and clean the floors.
- Wash trash cans inside and out.
- Wash all rugs. If rug isn't washable, please make a note of this.
- Clean all windowsills, baseboards, and doors—including tops and frames.
- Mini-blinds need to be removed, cleaned, dried, and re-hung. If they are not working properly, please measure them and note the size on paperwork so they can be replaced.
- Clean windows and screens

IV. Bedrooms

- Strip all beds. Launder all sheets, blankets, and mattress pads. Flip mattresses. Wipe down the bed frame and remake the bed. Launder the comforters if washable, or take to the office for professional laundering. Check the tags! Make note if dry clean only. The owner will be billed.
- If pillows or mattress pads will not come clean, please note this.
- Clean all furniture with an appropriate cleaner. Move the bed, bureaus and other furniture and vacuum under them before replacing them.
- Clean all lamps, pictures, baseboards, windowsills, blinds, doors (including the tops and frames), ceiling fans and light fixtures.

- Closets: wipe/dust shelves. Clean dirt and marks from area.
- Clean all vents.
- Remove all rusty wire hangers. At least 10 plastic hangers should be in each closet. If you don't have enough, please make a note of this.

V. *Hallway/Foyer/Stairs*

- Clean all light fixtures, pictures, and mirrors with appropriate cleaners.
- Clean all marks off walls and baseboards.
- Remove dirt from carpet cracks with vacuum or broom. Vacuum stairs thoroughly!
- Clean handrails, spindles and bases, and baseboards of staircase.
- Clean for cobwebs.
- Clean entrance and rear doors inside and out, including tops and frames. Wash door windows inside and out. Clean/shine door jams and foot plates.
- Shake out and wash entry rugs.
- Clean storm doors inside and out.
- Clean all blinds as noted above.

VI. *Laundry Room*

- Clean all appliances with appropriate cleaner.
- Pull out washer/dryer and clean behind them.
- Empty lint trap on dryer.
- Sweep and clean the floor.

VII. *Deck*

- Clean mildew from hot tub cover. Please note any rips or damage to the cover.
- Clean all deck furniture. It should be arranged in an orderly fashion.
- Clean leaves and other debris.
- Clean cobwebs from deck and light globes. Clean lights of bugs and webs!
- Make note of any repairs needed to the decking.
- Grills must be thoroughly cleaned including grates.

VIII. *General*

- Launder curtains/drapes if needed. Check the tags! Make note if dry clean only. Owner will be billed.
- If light bulbs are not working, you need to replace them. 3-way switches need 3-way light bulbs. Please make note if any are needed.
- Make sure all vacuums are working and have new bags. If there are problems, bring it to the office, and make a note on your paperwork.
- Make sure the following items are present and in good condition: broom, mop, and dustpan.
- List all items needing to be replaced or added.
- Report all torn screens, broken items, etc. on paperwork for service.
- Check all remote control units, and replace batteries if they don't work.
- Identify your linens, throw rugs, bed skirts, shams, etc. by marking them in a corner with your property code.

Kitchen Form for

Kitchen and Dining Equipment: Equipment should meet or exceed maximum occupancy. All equipment should be in good condition, not scratched, chipped or stained. Plates and glasses should not be primarily plastic. All appliances, built-ins, and small appliances should be in good condition. Discard (rather than save as “spares”), all items that are broken, missing parts, stained, dented or scratched. Leave adequate cabinet space for guests to store their groceries and supplies.

Model, Quantity, & Condition Inventory

Floor: Vinyl, Tile, Wood _____	Pot Holders _____
Countertops _____	Cheese Grater _____
Sink _____	Serving & Mixing Bowls _____
Dishwasher _____	Large Pitcher _____
Stovetop _____	Tongs _____
Oven _____	Fry Pans _____
Microwave _____	Baking Pans _____
Toaster _____	Loaf Pans _____
Blender _____	Cookie Sheets _____
Hand Mixer _____	Pizza Pan _____
Steak Knives _____	Muffin/Cupcake Pan _____
Knives (butcher/paring/etc.) _____	Colander _____
Meas. Cups _____	Soup Ladle _____
Bread Baskets _____	Lg. Cook Spoon/Fork _____
Coasters _____	Potato Peeler _____
Sauce Pans w/ Lids _____	Broiler Pan _____
Casserole Dishes w/ Lids _____	Kid/Plastic Cups _____
Wine Glasses _____	Trash Can _____

Minimum quantities for the following items should be **1.5 times** the maximum occupancy this home accommodates. For example, if your home advertises a maximum occupancy of 8, then you need 12 forks, bowls, glasses, etc.

This home’s maximum occupancy is: 2

Quantity & Condition Inventory

Cups _____	Glasses _____	Dinner Plates _____
Mugs _____	Silverware _____	Salad Plates _____

Notes for Housekeeping/Maintenance Staff

Please use this page while you clean to make note of things you wish to bring to our attention.