



## Turnover Service Checklist Template

All Rooms
Report Damages/Maintenance Concerns and Items left by Guest
Conduct Brief Pre-Clean Video Walkthrough of Home
Restock Consumable Items
General Tidying and Staging
Make Beds-Change Linens
Fluffing Pillows
Wash Linens & Towels (On Site)
Check/Clean Under Bed
Clean Exterior Washer & Dryer
Dust Wall Decor, Pictures & Small Items
Check Underneath & Dust Furniture
Dust Reachable Ceiling Fans
Dust Blinds & Curtain Rods
Dust Doors & Frames, Window Frames & Sills & Baseboards
Dust Reachable Vents
Clean Mirrors
Clean Glass Doors (1 per room)
Sanitize Light Switches & Door Knobs
Empty Trash- Clean & Sanitize Exterior of Bin

Vacuum Floors
Mop Hard Surface Floors
<b>KITCHEN</b>
Spot Clean & Sanitize Interior & Exterior Fridge & Polish
Spot Clean Exterior Cabinets & Drawers
Clean & Sanitize Backsplash and Counters
Clean & Sanitize Sink & Polish Fixtures
Clean & Sanitize Exterior Appliances
Clean & Sanitize Interior and Exterior Microwave
Restock Consumable Items: Paper Towels, Dish Detergents, Garbage Bags, Sponge
Wash and Put Away Dishes
<b>BATHROOMS</b>
Dust Towel Racks & Toilet Paper Holder
Clean & Sanitize Backsplash & Counter
Clean & Sanitize Sink & Polish Fixtures
Clean & Sanitize Showers, Tubs & Polish Fixtures
Clean & Sanitize Toilet and Toilet Area
Spot Clean Exterior Cabinets & Drawers
Restock Consumable Items: Toilet Paper, Hand Soap, Shampoo, Conditioner, Body Wash
<b>EXTRA SERVICES</b>
Off Site Laundry - (\$2.25 PER LB)
Steam Mopping
Carpet/Rug Shampoo Cleaning
Vacuum Furniture
Shampoo Clean Furniture
Pet Hair Removal

Garbage Removal (Off-Site)
Sweep Garage
Sweep Patio
Clean Patio
Interior Window Cleaning
Window Tracks
Deep Clean Bathroom
Deep Clean Kitchen
Wash Walls

\*All Turnovers will begin with a brief Pre-Clean video walkthrough and end with a detailed Post-Clean video walkthrough at no extra cost.

\*All Checklists will be approved by the client prior to services to provide for any specific needs.