

Vacation/Changeover Checklist

KITCHEN

- Countertops & surfaces
- Sink & Soap Dishes
- Dry Rack (for dishes)
- Inside & Outside Microwave
- Coffee Machine (+ empty coffee grounds)
- Toaster & Toaster Oven
- Empty Dishwasher
- Dishwasher door & handle
- Degrease Oven & Stove Top
- Oven door
- Oven hood (above stovetop)
- Inside & Outside of Refrigerator
- Wipe down all Tables & Chairs
- Empty Trash & replace liner
- Wipe down Trash Bin & lid
- Restock Paper-towels (if necessary)
- Restock sponge (if necessary)
- Wipe/dust all misc. items on counters
- General straightening of items

LIVING/FAMILY ROOM

- Dust all surfaces
- Dust TVs & Electronics
- Dust all furniture (remove any sand)
- Dust pictures & lamps
- Straighten/fluff all pillows & blankets
- Wipe any sliding glass doors
- Wipe down all Tables & Chairs
- Remove Cobwebs
- Empty trash & replace liners
- Wipe/dust all misc. items on counters
- General straightening of items

BEDROOMS

- Make Beds (if necessary)
- Straighten/fluff pillows & blankets
- Dust all surfaces
- Dust pictures & lamps
- Dust TVs & Electronics
- Dust all furniture (remove any sand)
- Remove Cobwebs
- Wipe any sliding glass doors
- Mirrors
- Empty trash & replace liners
- General straightening of items

BATHROOMS

- Countertops & surfaces
- Sink
- Facet & Handles
- Soap dish
- Mirrors
- Shower & Bath
- Toilet (around the bottom as well)
- Inside Toilet
- Empty Trash & replace liner
- Restock Toilet paper
- Stock Linen (if necessary)
- Wipe/dust all misc. items on counter
- General straightening of items

GENERAL/OTHER

- Sweep Floors
- Sweep/dust underneath all Beds**
- Vacuum all Rugs
- Mop all floors
- Wipe any items in Halls & Entryways
- Dust Washer & Dryer (if necessary)
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