

GREEN & IVY VACATION RENTALS CHECKLIST

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Job form name

Green & Ivy Vacation Rentals Checklist

Bathroom

- ☐ bathtub & shower - scrub clean
- ☐ bathtub & shower - wipe clean
- ☐ medicine cabinet - wipe inside & top clean
- ☐ mirrors & wall decor - clean all
- ☐ shower door tracks - wipe clean & scrub if necessary
- ☐ shower doors - remove hard water stains and squeegee then wipe dry
- ☐ sink & faucet - scrub clean
- ☐ toilet - clean inside, outside, base & behind
- ☐ restock - bath & hand towels, wash cloths & any toiletries (shampoo, conditioner, body wash, hand soap, lotion etc)

Items running low that need to be stocked:

☐ Did you inform Green and Ivy and owner of items low, stained, or damaged?



Add:

| | |

## Kitchen

☐ cabinets & drawers - clean inside & outside of all including vacuuming under & inside



☐ dishes - wash & put away



☐ dishwasher - wipe clean, outside, inside & polish with olive oil if stainless steel



☐ microwave - wipe clean inside, outside, glass tray & plastic cover



☐ oven - deep clean inside & outside



☐ refrigerator - deep clean inside & outside including rubber seal & bottom vent



☐ restock - coffee, tea & any supplies as needed



☐ restock - dish & hand soaps



☐ restock - sponge or dish wash rag



☐ sink & faucet - scrub clean



☐ sink & stove back splash - wipe clean




☐ stove hood - clean underneath of grease & food




☐

stove hood - wipe clean




☐

stove hood metal filter - clean with degreaser as needed




☐

stove top - clean stove surface & grates



☐

stove top - remove grates & knobs clean all including surface




Add:

**Bedroom**

☐

beds - make with new sheets & check for damage




Add:

**All Areas**


☐

base & floor boards - vacuum brush




☐

blinds & shutters - dust & wipe clean




☐

cabinets & drawers - wipe clean inside, outside & vacuum if needed




☐

ceiling fans - dust



☐

ceilings & walls - dust with large brush



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☐ closets - remove cobwebs, clean shelves, tidy hangars☐ cobwebs - remove from all ceilings & walls☐ door hinges & hardware - wipe clean☐ door tops & details - wipe clean☐ electrical plates & light switches - spot clean☐ fireplace - remove ashes & wipe clean☐ fireplace screen - vacuum brush & wipe clean

Add:

## Laundry Area

☐ drier - empty lint tray, wipe down inside, outside (top & sides)☐ washer - wipe clean inside, outside (top & sides), soap tray & rubber seal

Add:

## Garage

☐ beach toys & supplies wipe clean

☐ cobwebs - remove from all ceilings & walls using big brush



☐ floors / ground - vacuum clean



☐ surfaces & shelves - wipe clean



Add:

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|

|

Outside

☐ bbq - clean inside & out



☐ cobwebs - remove from all stairs, handrails, lights, fixtures, walls & furniture



☐ porches, patios & yards - sweep and or hose down



☐ porches, patios & yards - wipe clean all furniture



Add:

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|

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☐ Automatically attach to new jobs