

This document is based on a free download by [Host & Homes](#) as well as the [AirBNB Covid Guidelines](#). This is not intended to be an all-encompassing list, as changes may need to be made. This is designed as a tool for the host or cleaning crew, whomever oversees turning around the AirBNB after a guest.

Step by Step:

1. Before entering confirm the guest has left, and announce yourself as you go in. (Note: Without reminder some guests may oversleep or try and create a late checkout situation by waiting until the cleaning crew shows up.)
2. Wear protective equipment into the unit including disposable gloves and mask.
3. Wash your hands thoroughly before and after cleaning.
4. Ensure that you are checking off each item in your checklist
5. Walk the property beginning in the entry way and moving room by room and floor by floor (if applicable) looking for clear or obvious damage.
6. Open windows and vent rooms when possible while cleaning.
7. Bag up trash if cans have not been emptied by the guests.
8. If damage is found, take pictures and write a description of the issue.
9. Begin with cleaning the kitchen, so that you can dispose of perishable foods immediately and run the dishwasher while still having time to empty it before leaving.
10. We recommend cleaning the bathroom(s) next, as toilets, tubs, floors etc may need to be soaked to allow stains to come out. Be aware that you may want to leave a bathroom available that is not finished in case you need to use the restroom before you leave. Ensure that you do a final cleaning and disinfecting before you leave it to guests
11. Bag up all towels and linens again noting any damage that may need to be addressed with the guest or charged to them.
12. Make beds room by room. (Do not forget to check under the beds for forgotten items)
13. Clean and dust all room surfaces.
14. Disinfect surfaces
15. Vacuum and mop as the very last items

### Pro Tip:

Everything should have a place, do not leave this to chance, once everything is in place and how you like it. Take pictures and provide this to your cleaners so they know how to layout items in your house / apartment.

Take pictures after each cleaning. Or have your cleaning professional take pictures and send them to you if you're not on site. A couple of pictures of each room will serve as good before pictures if anything happens with your guest and provide you with evidence of how things looked before they arrived. That can oftentimes help you with any claim you may need to make. It will also help you verify that your place was cleaned to standards so you know what your guests are coming in to and if your cleaning professional is representing you well.

Note You should be performing a deep cleaning every 30-60 days depending on traffic.





## Restrooms(s)

<input checked="" type="checkbox"/>	LIST ITEM	ADDITIONAL INFO
<input type="checkbox"/>	Remove rugs / wastebaskets and items from the shower / bath	
<input type="checkbox"/>	Place a toilet cleaner inside bowl, allow to sit for 5-10 mins	
<input type="checkbox"/>	Descalcify shower head	
<input type="checkbox"/>	Wipe all walls / tiles with 409 or similar	
<input type="checkbox"/>	Clean Shower / Bath	
<input type="checkbox"/>	Clean sinks & faucets	
<input type="checkbox"/>	Clean toilet bowl, both sides of both lids and seat and the handle	
<input type="checkbox"/>	Take out trash and re-line garbage can	
<input type="checkbox"/>	Organize Cabinets	
<input type="checkbox"/>	Clean shower rack/soap dishes	
<input type="checkbox"/>	Check and remove hair from drains	
<input type="checkbox"/>	Spray/clean everything with all-purpose cleaner especially the toilet, vanity, shower/ tub, mirror	
<input type="checkbox"/>	Clean mirror: spray glass cleaner on soft cloth and buff	
<input type="checkbox"/>	Re-stock toilet paper to make sure new guests have a fresh roll to start.	
<input type="checkbox"/>	Disinfect: Sinks, Toilets, faucet handles, showers and tubs, shower curtains/doors, shampoo and soap containers.	
<input type="checkbox"/>		



