

STR, Airbnb & Vrbo Checklist

STANDARD TURNOVER



LOCATION _____

DATE OF SERVICE _____

PHONE / CONTACT _____

CREW / TECHNICIAN(S) _____

KITCHEN - INITIALS _____

- ☐ Empty trash and recycling; replace liners
- ☐ Wash dishes and put them away; leave sink clean and empty
- ☐ Clean and disinfect countertops, sink, backsplash, faucet, and fixtures
- ☐ Clean and shine appliance exteriors
- ☐ Clean microwave inside and out
- ☐ Check oven and refrigerator for spills or food; clean as needed
- ☐ Clean coffee maker and restock coffee supplies
- ☐ Wipe cabinet fronts, table, chairs, and other kitchen furniture
- ☐ Clean doors and door frames; spot-clean walls
- ☐ Sweep/vacuum and mop floors

BATHROOMS - INITIALS _____

- ☐ Empty trash and replace liner
- ☐ Clean mirrors
- ☐ Clean and disinfect countertop, sink, faucet, backsplash, and fixtures
- ☐ Clean and disinfect toilet, including base and area behind it
- ☐ Clean and disinfect bathtub/shower and remove hair
- ☐ Restock soap, toilet paper, and clean towels
- ☐ Dust surfaces; spot-clean walls, doors, and trim
- ☐ Sweep and mop floor

LAUNDRY - INITIALS _____

- ☐ Wash, dry, fold, and stage linens and towels
- ☐ Run vinegar in the washer with the final load, when approved for the machine
- ☐ Leave washer and dryer clean, empty, and free of lint
- ☐ Report linens removed from rotation; note replacements needed

BEDROOMS - INITIALS _____

- ☐ Change bed linens and remake beds to match listing photos
- ☐ Dust furniture, décor, lamps, vents, fan, ledges, and window sills
- ☐ Vacuum upholstery and under cushions, when applicable
- ☐ Clean and sanitize remotes and door handles
- ☐ Spot-clean walls, windows, doors, frames, and trim
- ☐ Check drawers, closets, and under beds for guest items
- ☐ Vacuum/sweep and mop, including under accessible furniture

LIVING AREAS - INITIALS _____

- ☐ Dust furniture, décor, shelving, lamps, vents, fan, baseboards, and window sills
- ☐ Vacuum upholstery and under cushions
- ☐ Clean TV screen safely; turn on TVs and confirm remotes are available
- ☐ Organize guest guides, games, and décor to match listing photos
- ☐ Spot-clean walls, windows, doors, frames, and trim
- ☐ Vacuum/sweep and mop all floors and stairs

FINAL PROPERTY CHECK - INITIALS _____

- ☐ Remove all trash and cleaning supplies
- ☐ Confirm supplies and amenities are stocked to the property standard
- ☐ Confirm all lights, appliances used, and central air are set as directed
- ☐ Check that windows and exterior doors are closed and locked
- ☐ Smart lock / keypad codes changed for next guest; confirm all locks operate
- ☐ Test smoke and carbon monoxide alarms
- ☐ Check porch and entry area; return trash/recycling bins to storage
- ☐ Specialty amenities (hot tub, grill, fire pit — if applicable): clean, safe, properly covered/stored
- ☐ Photograph required rooms and report damage, missing items, maintenance issues, or excessive mess immediately

STR, Airbnb & Vrbo Checklist

DEEP CLEAN



LOCATION

DATE OF SERVICE

PHONE / CONTACT

CREW / TECHNICIAN(S)

KITCHEN - INITIALS _____

- ☐ Empty, organize, and clean inside drawers, cabinets, and pantry shelves
- ☐ Wash cabinet doors, handles, and toe kicks
- ☐ Clean inside and outside of refrigerator, oven, microwave, dishwasher, and other appliances
- ☐ Clean range hood, filter, and area above stove
- ☐ Run dishwasher cleaning cycle and clean dishwasher filter
- ☐ Run approved cleaning cycle on coffee maker
- ☐ Wash trash and recycling bins inside and out
- ☐ Clean backsplash, under cabinets, outlet covers, light switches, fixtures, and ceiling fan
- ☐ Clean table and chairs, including legs
- ☐ Clean doors, frames, trim, baseboards, and accessible windows

BATHROOMS - INITIALS _____

- ☐ Scrub bathtub and shower walls; remove hard-water and soap residue
- ☐ Clean shower door tracks or wash/replace shower curtain and liner
- ☐ Clean and organize cabinets, drawers, and shelves
- ☐ Clean and disinfect sink, countertop, backsplash, mirror, faucet, and fixtures
- ☐ Clean and disinfect toilet; remove hard-water or lime buildup
- ☐ Clean exposed piping and area behind toilet
- ☐ Clean vents, light fixtures, switches, doors, trim, baseboards, and accessible windows

LAUNDRY - INITIALS _____

- ☐ Wash, dry, fold, and stage all linens and towels
- ☐ Run vinegar in the washer with the final load, when approved for the machine
- ☐ Leave washer and dryer clean, empty, and free of lint
- ☐ Inspect linens; remove stained or torn items from rotation, photograph, and report — do not discard without approval
- ☐ Report linens needing replacement or reorder

BEDROOMS - INITIALS _____

- ☐ Wash all sheets, comforters, blankets, pillow protectors, and decorative shams, following care labels
- ☐ Vacuum mattresses and upholstery
- ☐ Clean doors, frames, trim, baseboards, vents, fan, fixtures, switches, outlets, and accessible windows
- ☐ Dust all furniture, décor, lamps, ledges, and window sills
- ☐ Vacuum/sweep and mop under accessible furniture
- ☐ Empty, clean, and organize drawers and closets; report guest items

LIVING AREAS - INITIALS _____

- ☐ Move accessible furniture; vacuum/sweep and mop underneath
- ☐ Dust furniture, ceiling fan, vents, décor, shelving, lamps, and window sills
- ☐ Vacuum upholstery, including under cushions
- ☐ Clean TV screen safely and organize guest guides and games
- ☐ Clean doors, frames, trim, baseboards, switches, outlets, and accessible windows

WHOLE HOUSE / FINAL CHECK - INITIALS _____

- ☐ Spot-clean walls and remove cobwebs
- ☐ Clean accessible interior window glass, tracks, and sills; clean exterior glass only when safely accessible
- ☐ Wash trash and recycling cans
- ☐ Organize games and confirm pieces when practical
- ☐ Check for odors, pests, damage, missing items, and maintenance concerns; photograph and report immediately
- ☐ Confirm supplies are stocked and property is reset to listing photos
- ☐ Smart lock / keypad codes changed for next guest; confirm all locks operate
- ☐ Check porch and entry area; return trash/recycling bins to storage
- ☐ Specialty amenities (hot tub, grill, fire pit — if applicable): clean, safe, properly covered/stored
- ☐ Confirm washer/dryer are clean and empty, lint screen is clean, windows and doors are locked, lights are off, and thermostat is set as directed

STR, Airbnb & Vrbo Inspection Checklist

QUALITY CONTROL / PROPERTY INSPECTION



LOCATION

DATE OF INSPECTION

PHONE / CONTACT

INSPECTOR / TECHNICIAN

ENTRY / EXTERIOR - INITIALS _____

- ☐ House number/address is visible and exterior entry is presentable
- ☐ Walkway, porch, steps, railings, and entry area are free of debris or hazards
- ☐ Exterior doors, locks, keypads, and smart locks operate correctly
- ☐ Smart lock / keypad codes changed since last guest — verified
- ☐ Exterior lights work; bulbs and fixtures are intact
- ☐ Trash and recycling bins returned to storage; none left at curb
- ☐ No obvious exterior damage, leaks, pest activity, or maintenance concerns

KITCHEN - INITIALS _____

- ☐ Counters, sink, backsplash, faucet, and appliances are clean and streak-free
- ☐ Refrigerator, oven, microwave, and dishwasher are clean and empty of guest items
- ☐ Dishes, cookware, utensils, and small appliances are clean and properly staged
- ☐ Coffee station and kitchen supplies are stocked to property standard
- ☐ Cabinets/drawers are organized; no food, trash, or forgotten guest items remain
- ☐ Floors, baseboards, vents, doors, and high-touch surfaces are clean

BATHROOMS - INITIALS _____

- ☐ Toilet, sink, mirror, tub/shower, fixtures, and floors are clean and sanitized
- ☐ No hair, soap residue, hard-water buildup, odors, or visible mold/mildew
- ☐ Towels are clean, matched, folded/staged, and sufficient for occupancy
- ☐ Toilet paper, soap, shampoo/conditioner/body wash are stocked as required
- ☐ Drains flow properly; no leaks, loose fixtures, or plumbing concerns are visible

FINAL PROPERTY CHECK - INITIALS _____

- ☐ Remove all trash, used cleaning supplies, and obvious debris from the property
- ☐ Confirm supplies, amenities, and owner-specific items are stocked to standard
- ☐ Confirm windows and exterior doors are closed/locked and lights/HVAC are set as directed
- ☐ Take required inspection photos and report damage, missing items, maintenance issues, or excessive mess immediately
- ☐ Property is guest-ready and matches listing photos / staging standards

INSPECTION RESULT

- ☐ PASS - GUEST READY ☐ PASS WITH CORRECTIONS ☐ FAIL / RE-CLEAN REQUIRED

ISSUES / CORRECTIONS NEEDED

BEDROOMS - INITIALS _____

- ☐ Beds are correctly made and staged to match listing photos
- ☐ Linens are clean, stain-free, undamaged, and appropriate for the bed size
- ☐ Furniture, lamps, vents, fan, ledges, mirrors, and window sills are dust-free
- ☐ Floors, under accessible furniture, and closet areas are clean
- ☐ Drawers, closets, and under beds are checked for guest belongings
- ☐ No visible damage, odors, pests, or maintenance concerns

LIVING AREAS - INITIALS _____

- ☐ Furniture, décor, shelving, tables, lamps, vents, fans, and baseboards are clean
- ☐ Vacuum upholstery and check under cushions for debris or guest items
- ☐ TV turns on; remote is present and working; streaming setup appears ready
- ☐ Games, books, guest guides, and décor are organized to listing standard
- ☐ Windows, doors, frames, switches, outlets, and high-touch areas are clean
- ☐ Floors and stairs are vacuumed/swept/mopped as appropriate

SAFETY / SYSTEMS - INITIALS _____

- ☐ Smoke and carbon monoxide alarms are present and show no obvious fault indicators
- ☐ Thermostat/HVAC is set to property standard; vents are unobstructed
- ☐ Lights, ceiling fans, and commonly used switches operate correctly
- ☐ No exposed hazards, damaged cords, broken glass, trip hazards, or urgent safety concerns
- ☐ Fire extinguisher is present where required and appears accessible
- ☐ Specialty amenities (hot tub, grill, fire pit — if applicable): clean, safe, properly covered/stored

Property Supply Par List

MASTER SUPPLY STANDARD — PER PROPERTY



PROPERTY

DATE

ITEM	PAR LEVEL	ON HAND	REORDER?
KITCHEN			
Coffee + filters			
Creamer & sugar			
Dish soap			
Dishwasher pods			
Trash bags (kitchen)			
Paper towels			
Sponges			
BATHROOMS			
Toilet paper			
Hand soap			
Shampoo			
Conditioner			
Body wash			
Trash bags (bath)			
Facial tissues			
LAUNDRY			
Laundry detergent / pods			
Dryer sheets			
Stain remover			
GENERAL & AMENITIES			
Welcome / guest guide			
Extra blankets			
First-aid kit stocked			
Batteries (remotes, etc.)			

Set par levels per property based on max occupancy and average stay length. Check against this list at every turnover; anything below par gets reported and reordered before the next guest arrives.

Quarterly Maintenance Checklist

PREVENTIVE PROPERTY SERVICE



LOCATION _____

DATE OF SERVICE _____

PHONE / CONTACT _____

CREW / TECHNICIAN(S) _____

SAFETY & HVAC

- ☐ Replace furnace/HVAC filter with the approved size and type
- ☐ Test smoke and carbon monoxide alarms; replace batteries as needed and report expired units
- ☐ Test GFCI receptacles using TEST/RESET buttons
- ☐ Inspect fire extinguisher gauge, seal, access, and expiration/service date
- ☐ Clean bathroom exhaust-fan covers and accessible kitchen exhaust filters
- ☐ Clean accessible HVAC supply and return vent covers
- ☐ Inspect and clean accessible area around furnace and outdoor A/C condenser; qualified HVAC service is separate

PLUMBING & WATER

- ☐ Inspect faucets, supply lines, drains, toilets, and under-sink areas for leaks
- ☐ Confirm toilets flush and shut off properly; tighten loose seats
- ☐ Remove and clean faucet aerators
- ☐ Test sump pump and inspect basin, when present
- ☐ Inspect visible caulk and grout around sinks, tubs, and showers
- ☐ Flush water heater only with owner approval and when manufacturer-recommended
- ☐ Replace refrigerator water filter when due

APPLIANCES & VENTING

- ☐ Clean and sanitize garbage disposal, dishwasher, and washing machine using approved products
- ☐ Clean dishwasher filter
- ☐ Inspect washer hoses and dryer transition duct for wear, kinks, or leaks
- ☐ Clean dryer lint screen, accessible duct, and exterior termination; specialized full-duct service is separate
- ☐ Check refrigerator/freezer temperatures and door seals

DOORS, FURNITURE & EXTERIOR

- ☐ Replace burned-out light bulbs with approved type and wattage
- ☐ Check door handles, locks, latches, and deadbolts for proper operation
- ☐ Audit smart lock / keypad codes: confirm current codes work and remove outdated guest codes
- ☐ Tighten loose screws or bolts on bed frames, dressers, and other furniture
- ☐ Inspect garage door operation and safety-reverse sensors; lubricate approved moving parts, not tracks
- ☐ Inspect exterior for visible damage, trip hazards, drainage issues, loose rails, and blocked vents
- ☐ Check gutters and downspouts from ground level; report debris or damage
- ☐ Report safety, structural, pest, water-intrusion, or urgent maintenance concerns immediately

Any repair, replacement, specialty trade work, inaccessible-area service, or additional cleaning requires owner approval and may involve additional time and charges.