

SHORT TERM RENTAL CHECKLIST

WHAT'S INCLUDED:

General

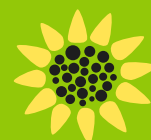
- Strip beds immediately and start on QUICK WASH (22 mins)
- Switch out comforters as needed and bring by SF office for laundering
- If only one bed, combine with towels
- Gather towels for next load—there could be washed towels in wash
- Make beds with fresh linens
- Fold and hang towels
- Vacuum and mop all hard surfaces
- Vacuum carpet (edge as needed)
- Sweep front and back porch areas by door and check yard for any trash
- Clean both bathrooms
- Toilet paper (leave 2 wrapped unused rolls under sink)
- Dust and vacuum bedrooms (includes doors and baseboards)
- Dust all surfaces in living/dining area
- Dust blinds/sills

Kitchen

- Check the dishwasher—"GLASSWARE" is the fastest wash—65 minutes (might be easier to hand wash)
 - Stock: (enough for a week)
 - Wipe down kitchen—shine all chrome and stainless
 - Wipe out fridge and oven
 - Paper towels
- Laundry pods as needed
- Roll of trash bags (under sink)
- Dishwasher pods (under sink)
- Remove any trash (trash location outside)
 - Let Owner know if almost full
- If there is a pet odor, use air freshener

(803) 776-9955

office@sunflowercleaninggroup.com • www.sunflowercleaninggroup.com



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