

This checklist has been created for both cleaning companies that either cohost or clean Arbnb locations. The sections that are marked Cohost are only for Cohosts. Feel free to delete them if you don't offer this service.

## Business Owner Information

**Business Owner's Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Business Owner's Phone Number:** \_\_\_\_\_

**Business Owner's Email:** \_\_\_\_\_

**Number of Bedrooms:** \_\_\_\_\_

**Number of Beds:** King \_\_\_\_\_ Queen \_\_\_\_\_ Full \_\_\_\_\_ Twin \_\_\_\_\_

**Number of Bathrooms:** \_\_\_\_\_

**What to do if repairs are needed:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Special Requests:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Renter Information (Cohost)

Renter's Name: \_\_\_\_\_

Renter's Phone Number: \_\_\_\_\_

Renter's Arrival Time: \_\_\_\_\_

Renter's Flight Information: \_\_\_\_\_

Length of Stay: \_\_\_\_\_

Number of People: \_\_\_\_\_

Pickup?

Turnaround

Special Requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Whole House Inspection

When you enter, inspect the house. Look for:

- Damaged furniture
- Stained carpets
- Items removed from property
- HVAC working
- Broken doors or window panes
- Hot water
- Bugs, including bed bugs

If any, take pictures and document below. Then follow the instructions for what to do if there are issues.

Notes: \_\_\_\_\_

\_\_\_\_\_

Attach pictures here if using electronic formats:

Inspected by: \_\_\_\_\_

## Cleaning Process: Bedroom 1

- Take a before picture.
- Empty the trash.
- Dust furniture, fans, window sills, blinds, and other surfaces.
- Remove sheets and pillows. Inspect for bed bugs (in some states, the property owner can be held liable).
- Change sheets or make beds.
- Wash windows.
- Clean mirrors.
- Clean counters.
- Leave a piece of candy on the bed with a note to the customer.
- Vacuum and mop floors.
- Sanitize door handles and light switches before leaving the room.
- Take an after picture.

Notes: \_\_\_\_\_  
 \_\_\_\_\_

Attach pictures here if using electronic formats:

Inspected by: \_\_\_\_\_

## Cleaning Process: Bathroom 1

- Take before pictures.
- Refill or replace soap, shampoo, and conditioner.
- Provide toilet paper equal to 2x the tenant's stay.
- Provide a towel per tenant per day +1 extra.
- Empty the trash.
- Dust.
- Wash windows and clean mirrors.
- Clean counters.
- Sanitize shower, bathtub, sinks, and toilets.
- Vacuum and mop floors.
- Sanitize door handles and light switches.
- Take an after picture.

Notes: \_\_\_\_\_  
 \_\_\_\_\_

Attach pictures here if using electronic formats:

Inspected by: \_\_\_\_\_

## Cleaning Process: Bedroom 2

- Take a before picture.
- Empty the trash.
- Dust furniture, fans, window sills, blinds, and other surfaces.
- Remove sheets and pillows. Inspect for bed bugs (in some states, the property owner can be held liable).
- Change sheets or make beds.
- Wash windows.
- Clean mirrors.
- Clean counters.
- Vacuum and mop floors.
- Leave a piece of candy on the bed with a note to the customer.
- Sanitize door handles and light switches before leaving the room.
- Take an after picture.

Notes: \_\_\_\_\_  
 \_\_\_\_\_

Attach pictures here if using electronic formats:

Inspected by: \_\_\_\_\_

## Cleaning Process: Bathroom 2

- Take before pictures.
- Refill or replace soap, shampoo, and conditioner.
- Provide toilet paper equal to 2x tenant stay.
- Provide a towel per tenant per day +1 extra.
- Empty the trash.
- Dust.
- Wash windows and clean mirrors.
- Clean counters.
- Sanitize shower, bathtub, sinks, and toilets.
- Vacuum and mop floors.
- Sanitize door handles and light switches.
- Take after photos.

Notes: \_\_\_\_\_  
 \_\_\_\_\_

Attach pictures here if using electronic formats:

Inspected by: \_\_\_\_\_

## Cleaning Process: Living Room

- Take a before picture.
- Empty the trash.
- Dust furniture, fans, window sills, blinds, and other surfaces.
- Inspect couch for bed bugs (in some states the property owner can be held liable).
- Vacuum the couch.
- Change sheets if there is a fold-out bed.
- Wash windows.
- Clean mirrors.
- Test the TV.
- Test remote.
- Clean the TV.
- Vacuum and mop floors.
- Sanitize light switches before leaving the room.
- Take an after picture.

Notes: \_\_\_\_\_  
 \_\_\_\_\_

Attach pictures here if using electronic formats:

Inspected by: \_\_\_\_\_

## Cleaning Process: Dining Room

- Take a before picture.
- Empty the trash.
- Dust table, fans, window sills, blinds, and other surfaces.
- Sanitize the table before leaving the room.
- Wash windows.
- Clean mirrors.
- Vacuum and mop floors.
- Sanitize light switches before leaving the room.
- Take an after picture.

Notes: \_\_\_\_\_  
 \_\_\_\_\_

Attach pictures here if using electronic formats:

Inspected by: \_\_\_\_\_

## Cleaning Process: Kitchen

- Take before pictures.
- Refill or replace hand soap and dish soap.
- Clean inside the refrigerator, oven, microwave, and other appliances.
- Wash the dishes.
- Wash windows and mirrors.
- Clean counters.
- Sanitize sinks.
- Vacuum and mop floors.
- Sanitize door handles and light switches.
- Take after photos.

Notes: \_\_\_\_\_

\_\_\_\_\_

Attach pictures here if using electronic formats:

Inspected by: \_\_\_\_\_

## Leaving Property

- Take out the trash and dirty linens.
- Set the alarm.
- Lock the door (s).
- Leave a door hanger or meet the customer at the arranged time and place.
- Send documentation to the client.

Sent by: \_\_\_\_\_

## Greeting Client (Cohost)

- Greet them by name.
- Introduce yourself.
- Ask if they need help with luggage.
- Give them a tour of the Airbnb.
- Ask them if they need any suggestions of things to do nearby.
- Provide them with contact support numbers and a care package.
- Thank them for choosing the property as their Airbnb host and wish them a wonderful visit.

Greeted by: \_\_\_\_\_