

Property: _____ Guest: _____ Cleaner: _____ Date: _____

Possible claim against guest (take photos before doing anything and then after cleaning up etc):

STERILE PREPARATION

- ☐ Wash hands
- ☐ Clean mobile phone with disinfecting wipes

DRIVEWAY / GARDENS / OUTSIDE ENTRANCE

- ☐ Check letter box, RTS if letters, throw junk mail
- ☐ Wipe down sills around entrance way
- ☐ Check keys are in both safes
- ☐ Sweep & make free of rubbish & leaves paths & verandah
- ☐ Check/remove any cobwebs around eaves & front door
- ☐ Windows/Glass Doors – check for marks & clean

LIVING ROOMS

- ☐ Check TVs working, remotes there and working
- ☐ Wipe & disinfect coffee tables/TV units
- ☐ Check under the lounge chairs and vacuum
- ☐ Windowsills and windows
- ☐ Remove lounge cushions and vac under them
- ☐ Check all drawers are neat in lounge and hallways
- ☐ Wipe & disinfect dining table & chairs (check legs & seats)
- ☐ Vacuum and/or mop floors

KITCHEN

- ☐ Wipe out freezer (defrost if required) ensure completely empty
- ☐ Clean in/out/hose & under coffee machine, empty water reserve
- ☐ Empty any ice trays and refill
- ☐ Clean the toaster and de crumb it
- ☐ Throw out any items left in fridge & pantry except supplies
- ☐ Empty/wipe the kettle over
- ☐ Clean Fridge (in/out/wipe the top)
- ☐ Grill and oven clean every time
- ☐ Clean and disinfect sink, clear drain
- ☐ Clean microwave (in/out/top/inside roof)
- ☐ Put all cutlery, dinner ware & glasses through dishwasher
- ☐ Clean and disinfect kitchen tidy bin & line
- ☐ Empty and wipe out dishwasher – clear drain
- ☐ Vacuum and/or mop floors

- ☐ Wipe and disinfect benches, pantry and cupboards
- ☐ Clean crumbs out of cutlery drawers & disinfect
- ☐ Sort pots and pans and ensure they are clean
- ☐ Top up supplies – as per checklist over page

BEDROOMS

- ☐ Make sure electric blankets are all turned off
- ☐ Check all lamps are working / bulbs & are plugged into wall
- ☐ Replace sheets, pillowcases and doona cover
- ☐ Check in all drawers & bedside tables & disinfect inside & out
- ☐ Replace blanket if it is no longer in sealed bag with new sealed bag
- ☐ Check all ceiling lights work
- ☐ Check pillows & replace protectors & pillows if required
- ☐ Windowsills are clean
- ☐ Check and change mattress protector if necessary
- ☐ Curtains are on hooks & tied back, blinds all working & neat
- ☐ Check under beds and vacuum
- ☐ Place towels in heat sealed bags on bed
- ☐ Check in wardrobes wipe inside and out
- ☐ Check spare blankets are in sealed bag
- ☐ Check sofa bed linen pack is in sealed bag
- ☐ Vacuum and/or mop floors

LAUNDRY AND BATHROOMS

- ☐ Wipe & disinfect washing machine (in / out / top & controls)
- ☐ Clean and disinfect toilet brush every time
- ☐ Remove lint from dryer and wipe top
- ☐ Clean windowsills
- ☐ Sink and basket cleaned and disinfected
- ☐ Clean soap dishes, exhaust fans, bin
- ☐ Wipe over and disinfect all benches, inside cupboards & shelves
- ☐ Supply wrapped toilet paper (1 per night of stay per bathroom)
- ☐ Check that mop, bucket and broom are clean & usable
- ☐ Vacuum and mop floors
- ☐ Empty or put new bag in vacuum
- ☐ Top up supplies - as per checklists over page

FIREPLACES / BBQS / BALCONIES / DECKS / OUTDOOR ENTERTAINING

- ☐ Stack fireplace and check firewood
(matches and starters)
- ☐ Ensure umbrella and furniture away if required
- ☐ Clean BBQ. 2 Gas bottles (1 on, 1 full spare)
- ☐ Hose the deck, entertaining area of rubbish & droppings
- ☐ Remove cobwebs – check eaves and around, bugs on lights?
- ☐ Dog mess – pick up if yes + were animals booked
in to come?
- ☐ Put teaspoon chlorine in spa and press clean
- ☐ Wipe over outdoor furniture
- ☐ Top up supplies - as per checklists over page

BEFORE YOU LEAVE

- ☐ Date on rotation checklist next to what has been
completed
- ☐ Do the carpets need a professional clean?
- ☐ Make sure heating / cooling / fans & appliances are all off
- ☐ Do the lounges need a professional clean?
- ☐ Smoke alarms clean, flashing, battery in drawer
- ☐ Do the windows need cleaning?
- ☐ Guest information folder & all signage neat, straight
& perfect
- ☐ Are the gutters full?
- ☐ House gas bottle check with boiling water
- ☐ Is the crockery cutlery & glassware in good condition?
- ☐ 2 gas bottles for BBQ
- ☐ Enough crockery, cutlery and glassware for guests?
- ☐ Check property against photo book – items in same places?
- ☐ Is any linen stained?
- ☐ Check any property-specific items
- ☐ Does the pool or spa need a service?
- ☐ Balconies are safe, wobble test them
- ☐ All windows and doors are locked before leaving
- ☐ Check all lights are switched off
- ☐ Put Bins out (if due within 24 hours) bring back in next day
- ☐ Look through the property, stand back & view all is okay

ANY OTHER NOTES: _____

SUPPLIES CHECKLISTS:

KITCHEN

- ☐ Clean tea towels
(3–5 based on property size & nights)
- ☐ One new dishcloth
- ☐ One new scourer
- ☐ Washing up liquid
- ☐ Cleaning spray
- ☐ Dishwasher tablets for
the stay – 1 per night of the stay
- ☐ Insect spray
- ☐ Extra bin liners
(for all internal bins)
- ☐ Spare light globes under
the kitchen sink (for all the lights)
- ☐ Dustpan and brush

PANTRY

- ☐ Tea
- ☐ Coffee in sachets
- ☐ Sugar in sachets
- ☐ Salt
- ☐ Pepper
- ☐ Oil
- ☐ Cling Film
- ☐ Aluminium Foil

BATHROOM

- ☐ Toilet paper, leave wrapped
(1 roll per night per bathroom)
- ☐ Toilet cleaner + toilet brush
- ☐ Pump hand wash full
- ☐ Air Freshener

LAUNDRY

- ☐ Spare vacuum bags

POOLS/SPAS

- ☐ Chemicals & scoop

BBQ

- ☐ Paper Towel
- ☐ Drip Tray
- ☐ Spray Cleaner
- ☐ BBQ cleaning wipes
- ☐ Cleaning Brush

FIREPLACE

- ☐ Firelighters
- ☐ Newspaper
- ☐ Matches or lighter
- ☐ Wood
- ☐ Kindling

SUPPLIES SHOPPING LIST: _____

LAST MINUTE DISINFECTION LIST BEFORE YOU LEAVE

- ☐ Complete new cleaning card and leave for guest
- ☐ Kitchen drawer handles
- ☐ Fridge and oven handles and microwave face
- ☐ Dishwasher and stove controls
- ☐ Remote controls, temperature controls for air con & alarms
- ☐ Cupboard doors and drawers in bedrooms
- ☐ Light switches and high touch power points
- ☐ Door handles in every room and outside
- ☐ Keys and key safe
- ☐ Front door handle

Email completed form to HRS: To whom: _____ Date: _____ Invoice Sent: _____