

Cleaning Crew's Checklist

Our Cleaning Staff changes their gloves for each cleaning and again for each bathroom clean. The following is our check list for the cleaning staff.

We have now implemented what we call "Double D" or a disinfecting finale' in each and every room. We make a fresh bucket of disinfectant solvent to go over any and all surfaces at the end of each clean ON TOP OF our regular cleaning, just to make sure we haven't missed anything.

Kitchen - Clean first, then Double D

- Clean & Disinfect: **Fire Extinguisher** to the Right of Stove
- Clean & Disinfect: **First Aid Kit** on top of Refrigerator
- Throw all Food away that is not Stocked. Disinfect what is Stocked.
- Clean, Empty & Disinfect all Trashcans and Replace Liners
- Wash all Dishes, even if already clean, place in dishwasher and disinfect.
Every glass, cup, plate, and silverware must be cleaned again.
- Clean & Disinfect Cabinets & Drawers
- Clean & Disinfect Coffee Maker
- Clean & Disinfect inside & out Oven/Stove/Refrigerator
- Clean Ice trays and make new Ice
- Clean & Disinfect inside & out Microwave/Toaster/Toaster Oven
- Clean Sink and place a new Sponge/Scrubber out
- Place new Dish Towels
- Fill & Disinfect Dish Soap & Hand Soap
- Disinfect & Fill Paper Towel holder and leave new one under Sink
- Leave 2 Trash Bags Each Size Under Sink

Cleaning Crew's Checklist

- Leave Fresh Coffee Filters
- Check Coffee, Cream, & Sugar – clean & disinfect containers
- Quick Inventory Kitchen: Dishes, Glasses, Silverware, Pots & Pans
- Sweep & Mop Floors
- Double D: Wipe all surfaces using disinfectant cleaner being sure not to miss light switches, thermostats, doors & doorknobs, handles, walls, small and large appliances, countertops, tables, chairs, bar stools, drape cords or rods, fan chains, pantry & cabinet doors and pulls, window sills, and any other surfaces.

Laundry - Clean first, then Double D

- Clean & Check Machines are Empty, Lint Trays are Clean
- Check Levels of Laundry Detergent & Dryer Sheets
- Sweep & Mop floor
- Double D: Wipe all surfaces using disinfectant cleaner

Bedrooms - Clean first, then Double D

- Change ALL bed linens, checking for items without shaking linens
- Always** Change Sheets (regardless of whether bed appears used)
- Always** Leave Sealed (Zip Tied) Sleeper Sofa Bag in Closet
- Always** Leave Sealed (Zip Tied) Bag of Additional Sheets in Closet
- Check Seals for ALL linen bags, replace if broken or disinfect if sealed
- All clothing hampers receive fresh liners, wipe with disinfectant

Cleaning Crew's Checklist

- Check and Clean/Disinfect Drawers, Closets, & Under Beds
- Disinfect Iron & Ironing Board in Closet
- Clean/Change all Comforters, Blankets, Throws, & Pillows
- Leave one Flower Clip w/Bookmark on End of Master Bed
- Leave Mints/Candy on top of Each Pillow
- Vacuum/Sweep/Mop Floors
- Double D: Wipe all surfaces using disinfectant cleaner being sure not to miss light switches, doorknobs, walls, table lamps, television remotes, drape cords or rods, fan chains, closet doors and pulls, hangers, window sills, televisions, bedstands, dressers & dresser drawers with handles, and any other surfaces.

Bathrooms - Clean first, then Double D

- Scrub & Clean Toilet, Tub/Shower, Sinks, Counters, & Floor
- Leave Fresh 4X4X4 Towels (4 Bath, 4 Hand, 4 Face Towels)
- 4 Shampoos & 4 Conditioners
- 2 Bar Soaps
- Check Q-Tips, Makeup Pads, & Hair Dryer. Fill & Disinfect.
- Refill Liquid Hand Soap
- Fold Toilet Paper Roll on Holder
- Double D: Wipe all surfaces again, using disinfectant cleaner being sure not to miss light switches, doorknobs, walls, towel rods, toilet paper holder, drape cords or rods, fan chains, doors and pulls, window sills, any other surfaces, then lastly, Clorox wipe toilets one last time.

Cleaning Crew's Checklist

- Leave Extra TP Roll under sink (Number based on Average Length of Stay)
- Clean & Empty All Trashcans

Living Room - Clean first, then Double D

- Regular Cleaning & Dusting Checking for Items under Furniture
- Clean & Place Remote by TV
- Check That TV & Internet Card is by TV
- Check Sleeper Sofa & Remove Sheets without Shaking
- Change Throw Pillow Covers
- Place One Bottle of Wine with 2 Glasses
- Place Welcome Note on Table by Wine
- Place Parking Pass on Table when Necessary
- Vacuum/Sweep/Mop
- Double D: Wipe all surfaces using disinfectant cleaner being sure not to miss light switches, doorknobs, walls, table lamps, television remotes, drape cords or rods, fan chains, closet doors and pulls, hangers, window sills, televisions, stands, tables, and any other surfaces.

Things to Double Check

- Door Code: _____ Lockbox: _____
- Check and Replace any Lightbulbs
- Check to Make Certain All Keys are in Lockboxes
- Close & Lock All Windows & Doors
- Disinfect Keyless Entry & Front Door, Knobs, & Switches

Cleaning Crew's Checklist

When You Leave Make Sure to:

- Lock the Cleaning Crew's Closet
- Check & Clean Out Dishwasher (no dishes left in it)
- Unit is Looking PICTURE PERFECT, Cards are Out
- TAKE PICTURES OF EVERY ROOM USING PROPERLY
- Leave Hall Light and Kitchen Light on
- Set Thermostat to 75 in Summer/65 in Winter
- Bring Lost & Found Back to Office
- Lock the Door by Using Your App or Pressing Button on Keypad

First of the Month Cleaning

- Check Comforters for Wear/Tear
- Dust Window Blinds
- Dust Ceiling Fans
- Clean Dust Boards & Doorframes

Quarterly Checks: Jan 1, Apr 1, July 1, Oct 1

- Replace Air Filters
- Check Remote Batteries
- Check Door Batteries
- Test Smoke Detectors, Fire Extinguisher, & First Aid Kit
- Inventory Cleaning Crew's Closet

