

Airbnb Vacation Rental Cleaning Checklist

Practical cleaning business template • Customize fields before use

Brand customization: This TidyOps-branded example shows a finished presentation. Replace the logo, colors, company details, and placeholders with your own brand before use.

AIRBNB / VACATION RENTAL CLEANING CHECKLIST

[YOUR COMPANY NAME]

[Phone Number]

[Email Address]

[Website]

PROPERTY & TURNOVER DETAILS

Property Name:

Property Address:

Unit #:

Host / Property Manager:

Check-Out Date / Time:

Next Check-In Date / Time:

Cleaner / Team:

Bedrooms:

Bathrooms:

Guests Expected:

Laundry Location:

Access Method:

☐ Key

☐ Lockbox

☐ Smart Lock

☐ Keycard

☐ Other:

BEFORE CLEANING

☐ Confirm guest has checked out



- ☐ Confirm property access
- ☐ Open blinds / curtains as appropriate
- ☐ Walk through entire property
- ☐ Check for visible damage
- ☐ Check for excessive mess
- ☐ Check for lost-and-found items
- ☐ Photograph issues if required
- ☐ Confirm linen and supply inventory
- ☐ Start laundry if performed onsite
- ☐ Report urgent maintenance issues

Initial Notes

LOST & FOUND

- ☐ No items found
- ☐ Items found

Item Description

Location Found

-
- ☐ Photograph taken
 - ☐ Host / manager notified
 - ☐ Item stored according to procedure

Do not discard guest belongings unless authorized under the property's established policy.

DAMAGE & MAINTENANCE CHECK

- ☐ No visible concerns
- ☐ Furniture damage
- ☐ Wall / paint damage
- ☐ Flooring damage
- ☐ Broken décor
- ☐ Appliance issue
- ☐ Plumbing concern



- ☐ Electrical concern
- ☐ Window / door damage
- ☐ Missing item
- ☐ Stained linen
- ☐ Excessive trash
- ☐ Smoking evidence
- ☐ Pet-related issue
- ☐ Other:

Notes

-
- ☐ Photos taken
 - ☐ Host / manager notified
-

KITCHEN

Cleaning

- ☐ Empty trash and recycling
- ☐ Replace liners
- ☐ Wash or load dishes
- ☐ Unload dishwasher if needed
- ☐ Clean countertops
- ☐ Clean sink and faucet
- ☐ Clean stovetop
- ☐ Wipe appliance exteriors
- ☐ Clean microwave interior
- ☐ Clean microwave exterior
- ☐ Wipe cabinet fronts
- ☐ Clean backsplash
- ☐ Clean dining table
- ☐ Wipe chairs
- ☐ Spot-clean doors
- ☐ Wipe handles and switches
- ☐ Vacuum / sweep floor
- ☐ Mop floor

Refrigerator

- ☐ Remove abandoned guest food according to policy
- ☐ Check for spills
- ☐ Wipe shelves as needed
- ☐ Clean exterior
- ☐ Confirm refrigerator is operating normally

Kitchen Restock

- ☐ Paper towels
 - ☐ Dish soap
 - ☐ Dishwasher detergent
 - ☐ Sponge / dish cloth
 - ☐ Trash bags
 - ☐ Coffee
 - ☐ Tea
 - ☐ Sugar / sweetener
 - ☐ Salt / pepper
 - ☐ Cooking supplies as required
 - ☐ Other:
-

BATHROOMS

- ☐ Clean and disinfect toilet
- ☐ Clean sink and faucet
- ☐ Clean countertop
- ☐ Clean mirror
- ☐ Clean shower
- ☐ Clean bathtub
- ☐ Clean shower doors
- ☐ Remove visible hair
- ☐ Clean fixtures
- ☐ Empty trash
- ☐ Replace liner
- ☐ Vacuum / sweep floor
- ☐ Mop and disinfect floor

Bathroom Restock

- ☐ Toilet paper



- ☐ Hand soap
 - ☐ Shampoo
 - ☐ Conditioner
 - ☐ Body wash / soap
 - ☐ Tissues
 - ☐ Hand towels
 - ☐ Bath towels
 - ☐ Washcloths
 - ☐ Bath mat
 - ☐ Other:
-

BEDROOMS

- ☐ Strip used bedding
 - ☐ Inspect linens for stains or damage
 - ☐ Check mattress protector
 - ☐ Make bed with clean linens
 - ☐ Arrange pillows
 - ☐ Dust surfaces
 - ☐ Dust nightstands
 - ☐ Clean mirrors
 - ☐ Empty trash
 - ☐ Check drawers and closets for guest items
 - ☐ Wipe switches and handles
 - ☐ Vacuum carpet
 - ☐ Mop hard floors
 - ☐ Stage room according to property standard
-

LIVING ROOM / COMMON AREAS

- ☐ Remove trash
- ☐ Dust surfaces
- ☐ Dust furniture
- ☐ Wipe tables
- ☐ Clean mirrors
- ☐ Clean high-touch surfaces
- ☐ Straighten cushions

- ☐ Arrange furniture
 - ☐ Check beneath cushions for lost items
 - ☐ Check drawers / storage areas as required
 - ☐ Vacuum carpet
 - ☐ Vacuum rugs
 - ☐ Mop hard floors
 - ☐ Stage property according to standard
-

DINING AREA

- ☐ Clean dining table
 - ☐ Wipe chairs
 - ☐ Remove crumbs / debris
 - ☐ Dust nearby surfaces
 - ☐ Vacuum / sweep floor
 - ☐ Mop hard floor
 - ☐ Stage dining area
-

LAUNDRY

- ☐ Collect used towels
- ☐ Collect used bedding
- ☐ Separate damaged / stained items
- ☐ Wash linens
- ☐ Dry linens
- ☐ Fold linens
- ☐ Restock linen storage
- ☐ Confirm sufficient backup inventory

Linen Issues

- ☐ None
- ☐ Stained
- ☐ Torn
- ☐ Missing
- ☐ Replacement needed

Notes

ENTRYWAY

- ☐ Sweep / vacuum entrance
 - ☐ Mop hard floor
 - ☐ Clean interior entry door
 - ☐ Clean door glass if applicable
 - ☐ Wipe handles
 - ☐ Check welcome materials
 - ☐ Confirm entry area is guest-ready
-

PATIO / BALCONY / OUTDOOR AREA

Complete only when included.

- ☐ Remove trash
 - ☐ Sweep surface
 - ☐ Wipe furniture
 - ☐ Straighten furniture
 - ☐ Check grill area
 - ☐ Remove obvious debris
 - ☐ Check exterior entry area
 - ☐ Other:
-

WHOLE-PROPERTY CHECK

- ☐ Dust accessible surfaces
- ☐ Remove cobwebs
- ☐ Clean mirrors
- ☐ Wipe high-touch surfaces
- ☐ Vacuum floors
- ☐ Mop hard floors
- ☐ Empty all trash
- ☐ Replace liners
- ☐ Check windows are closed
- ☐ Check doors are secure
- ☐ Check thermostat setting
- ☐ Check lights



- ☐ Check ceiling fans
- ☐ Confirm remotes are present
- ☐ Confirm furniture placement
- ☐ Confirm décor placement
- ☐ Confirm no cleaning supplies left out

INVENTORY & AMENITIES

Guest Supplies

Item	Par Level	Current Qty.	Restock Needed
Toilet paper			☐
Paper towels			☐
Trash bags			☐
Coffee			☐
Tea			☐
Sugar / sweetener			☐
Shampoo			☐
Conditioner			☐
Body wash			☐
Hand soap			☐
Dish soap			☐
Dishwasher detergent			☐
Laundry detergent			☐
Other:			☐

LINEN INVENTORY

Linen Item	Required	Available	Replace / Restock
King sheet sets			☐
Queen sheet sets			☐
Twin sheet sets			☐
Pillowcases			☐
Bath towels			☐
Hand towels			☐
Washcloths			☐
Bath mats			☐

Kitchen towels☐**Other:**☐

GUEST-READY STAGING

- ☐ Beds neatly made
- ☐ Pillows arranged
- ☐ Towels folded / displayed correctly
- ☐ Curtains / blinds positioned
- ☐ Furniture aligned
- ☐ Remotes placed correctly
- ☐ Welcome materials positioned
- ☐ Kitchen presentation complete
- ☐ Bathroom presentation complete
- ☐ Decorative items positioned
- ☐ Amenities displayed
- ☐ Temperature set correctly
- ☐ Property smells fresh and neutral
- ☐ Entry area ready

FINAL TURNOVER INSPECTION

Kitchen

- ☐ Clean
- ☐ Restocked
- ☐ Dishes complete
- ☐ Refrigerator checked
- ☐ Floor complete

Bathrooms

- ☐ Clean
- ☐ Hair-free
- ☐ Towels staged
- ☐ Amenities restocked
- ☐ Floors complete

Bedrooms

- ☐ Beds made
- ☐ Clean linens installed
- ☐ Guest items checked
- ☐ Floors complete
- ☐ Staging complete

Common Areas

- ☐ Clean
- ☐ Furniture arranged
- ☐ Remotes present
- ☐ Floors complete
- ☐ Staging complete

Property-Wide

- ☐ No trash remaining
- ☐ Lost-and-found handled
- ☐ Damage documented
- ☐ Maintenance concerns reported
- ☐ Inventory checked
- ☐ Linen inventory checked
- ☐ Property secured
- ☐ Access method reset as required
- ☐ Turnover photos completed if required

TURNOVER STATUS

Property Status:

- ☐ Guest Ready
- ☐ Guest Ready With Notes
- ☐ Maintenance Required Before Check-In
- ☐ Cleaning Follow-Up Required
- ☐ Host / Manager Review Required

Issues Requiring Attention

COMPLETION

Cleaner / Team Lead:

Start Time:

Completion Time:

Total Labor Hours:

Completed By:

HOST / PROPERTY MANAGER REVIEW

Reviewed By:

Date / Time:

Result:

- ☐ Approved
- ☐ Approved With Notes
- ☐ Follow-Up Required

Notes

TURNOVER SCOPE NOTE

Vacation-rental cleaning usually includes more than cleaning alone.

Clearly define responsibility for:

- Laundry
- Linen replacement
- Consumable restocking
- Guest food disposal
- Lost-and-found handling
- Damage documentation
- Maintenance reporting
- Inventory management
- Trash removal
- Outdoor spaces
- Turnover photos
- Guest-ready staging

These responsibilities should be agreed upon with the host or property manager before service begins.

SAFETY NOTE

Do not handle hazardous materials, drug paraphernalia, bodily-fluid contamination, needles, unknown chemicals, pest infestations, or other specialized hazards unless properly trained, equipped, and authorized.

Report unsafe conditions according to your company's procedures.

TEMPLATE CUSTOMIZATION NOTICE

Customize this checklist for the specific property.

Vacation rentals differ significantly in layout, amenities, inventory, linen requirements, staging standards, and host expectations.

Template Version: 1.0

Updated: September 2026

Template ID: TPL-CHK-004

Provided by TidyOps