



Short-term Rental Hospitality Service

Bedrooms and Common Areas:

- Vacuum and mop all floors. Owner provides adequate vacuum.
- Dust and spot wipe all surfaces, top to bottom
- Wipe window frames and sills.
- Take out trash and recycling.
- Remove dirty laundry, clean laundry, and make beds.
- Check outdoor grill, brush if necessary.
- Put out any gifts or other items for guests from owners.

Kitchen:

- Wipe all appliances and cabinets.
- Clean microwave interior and exterior.
- Clean sinks, faucets, countertops, and backsplash.
- Put away all dishes.
- Clean fridge inside, out, top. Remove food other than within expiration condiments.

Bathroom:

- Scrub and sanitize toilets, showers, bathtubs, and sinks.
- Wipe mirrors, countertops, faucets, fixtures, and cabinets.
- Remove dirty towels, bathmats, and laundry.
- Stock shampoo, conditioner, soap, and TP. Stock extra TP under sink for back up; lots of guests might be staying a long time.

Cleaning Tech Follow Up:

- Any damages/left belongings/late check-outs reported immediately to RGC office via email/phone.
- Technician clocks out upon job completion.

We do not climb higher than a 2-step ladder. Higher items will only be dusted w/ an extension.

We cannot move furniture, but we will try to reach visible places either by hand or with an extension duster.

Most homes have at least one chandelier or vaulted ceiling fan that we cannot reach by hand Please allow for some dust & pet fur resettlement after we leave, we try to limit it in the air but cannot prevent this entirely.

Any task not on this list must be cleared by the office. Cleaning Technicians do not have permission to add tasks due to scheduling concerns.

Our policy is to come back within 24 hrs. to go over any missed items on this list; because after all, this is hard work, we strive for excellence, and we are human. Thank you! Updated June 2019