



Crew:

Date:

Inspector:

Property:

## Turnover checklist

Bathrooms	Y/N	1	2	3	4	5
Inventory, bag and tag bath linens with property location and unit number. Any missing, stained or damaged?						
Fans and vents dusted. All fans work?						
Light fixtures and bulbs cleaned. All bulbs are good?						
Tub and shower disinfected, thoroughly cleaned w/ magic eraser and rinsed						
Toilet disinfected, cleaned in/out, including base and floor behind. Porcelain buffed						
Mirrors cleaned, no streaks. Medicine chest wiped inside and top						
Sink and counters disinfected, cleaned w/ magic eraser and rinsed. Counter buffed						
Soap dispenser filled (where applicable)						
Chrome fixtures buffed w/ dry rag (faucets, shower head, towel racks, toilet paper holder)						
Wall hangings dusted, glass cleaned						
All decorations, knickknacks, sink items dusted or wiped clean						
Cabinets and drawers wiped clean in/out. Report any personal property						
Trash liner replaced. Can cleaned in/out						
Full roll of toilet paper on holder. Dispose of any partial rolls						

Owner's bath mats vacuumed or shaken outside. Are any mats stained?						
Baseboards swept or wiped						
Owner soaps distributed (where applicable)						
Correct towel count displayed on towel racks and/or sink w/ resort style folds						
Our bath mat draped over tub (where applicable)						
Sweep and mop floor						
Complete visual inspection for hairs, streaks and sand. Any damage in bathrooms? Send pictures						
Sweep again when necessary						
<b>Bedrooms</b>	Y/N	1	2	3	4	5
Ceiling fans and vents dusted. All fans work?						
Light fixtures cleaned. All bulbs are good?						
Lamps, lampshades, light bulbs dusted. All bulbs are good?						
Cobweb ceiling						
Mirrors cleaned, no streaks						
All furniture, including headboard dusted or polished						
Drawers wiped out. Report any personal property found						
Wall hangings dusted, glass cleaned						
Doors/door jams cleaned. Hinge area dusted						
All decorations, knickknacks dusted or wiped clean						
Balcony doors and tracks cleaned. No streaks						

Balcony swept. Furniture dusted. Rail wiped clean. Ashtrays cleaned. Trash removed. Is door locked?						
All windows spot cleaned. Sills wiped. Are windows locked?						
Check under all furniture for trash and personal property						
Trash liner replaced. Can cleaned in/out						
Baseboards swept or wiped						
Inventory bed linens and place in pillow case. Any missing, stained or damaged?						
Bag and tag linens with property location and unit number						
Make beds according to linen instruction sheet. Check mattress pads for stains/sand/hair. Pad missing/stained?						
Each device has a working remote control. Turn power on/off. Are all remotes working?						
Floors (including under beds when possible) swept, mopped or vacuumed						
Visual inspection. Lampshades straight? Comforters/pillows straight? Any damage in bedrooms? Send pictures						
<b>Common areas (living room, hallways, dining room, foyer)</b>	Y/N	1	2	3	4	5
Ceiling fans and vents dusted. All fans work?						
Light fixtures cleaned. All bulbs are good?						
Lamps, lampshades, light bulbs dusted. All bulbs are good?						
Cobweb ceiling						
Mirrors cleaned, no streaks						
All furniture dusted or polished						
Drawers wiped out. Report any personal property found						

Wall hangings dusted, glass cleaned		/	/	/	/	/
Doors/door jams cleaned. Hinge area dusted		/	/	/	/	/
All decorations, knickknacks dusted or wiped clean		/	/	/	/	/
Balcony doors and tracks cleaned. No streaks		/	/	/	/	/
Balcony swept. Furniture dusted. Rail wiped clean. Ashtrays cleaned. Trash removed. Is door locked?		/	/	/	/	/
All windows spot cleaned. Sills wiped. Are windows locked?		/	/	/	/	/
Check under all furniture for trash and personal property		/	/	/	/	/
Couch bed opened, cleaned under, checked for sand and hair		/	/	/	/	/
Vacuum under all cushions		/	/	/	/	/
Trash liner replaced. Can cleaned in/out		/	/	/	/	/
Baseboards swept or wiped		/	/	/	/	/
Each device has a working remote control. Turn power on/off. Are all remotes working?		/	/	/	/	/
Floors (including under beds when possible) swept, mopped or vacuumed		/	/	/	/	/
Visual inspection of room. Lampshades, throw pillows, coffee table, couch, dining room chairs straight?		/	/	/	/	/
Any damage to common areas? Take pictures		/	/	/	/	/
<b>Laundry room</b>	Y/N	1	2	3	4	5
Cobweb ceiling		/	/	/	/	/
Light fixtures cleaned. All bulbs are good?		/	/	/	/	/
Dust behind washer/dryer, including hoses, cords, wall openings		/	/	/	/	/

Clean dryer lint trap						
Clean inside lid area of washer						
Spray and wipe all exterior of washer/dryer						
Sweep where possible around machines. No trash behind appliances						
Mop floor						
Visual inspection of room. No hairs or sand. Any damage, dents, scratches to units? Send pictures						
<b>Kitchen</b>	Y/N	1	2	3	4	5
Inventory, bag and tag kitchen towels with property location and unit number. Any missing or stained?						
Ceiling fan and vents dusted. Fan works?						
Light fixtures and bulbs cleaned. All bulbs are good?						
Cobweb ceiling						
Spot clean exterior of cabinet/drawers						
Organize all cabinets/drawers. Clean silverware tray as needed						
Clean microwave inside/out. Clean exhaust hood/filter						
Clean oven inside/out. Clean stove, no green pads. Scrub burner pans. Do they need replaced?						
Clean all small appliances and any items on counter tops. Check coffee maker filter for old coffee						
Wash, dry and put away any dishes						
Sinks, counters, backsplash disinfected, cleaned w/ magic eraser and wiped clean. Faucet buffed						
Soap dispenser filled (where applicable)						

Clean refrigerator top/inside/out. Check behind for trash, food						
Empty dishwasher. Clean exterior						
Trash liner replaced. Can cleaned in/out						
Baseboards scrubbed						
Sweep and mop floor. Absolutely no food stuck on floor or sand in corners of baseboards						
Complete visual inspection for hairs, streaks and sand. Any damage in kitchen? Send pictures						
<b>Exit instructions</b>	Y/N	1	2	3	4	5
Swap this list with your partner and inspect each other's work. <u>You</u> are responsible for the items they have checked off!						
If working alone, visually double check every item on this list and sign off. <u>Lock all windows</u> . Text office for inspection.						
Overall visual inspection of entire unit. Be sure furniture, chairs, lamp shades, comforters, etc. are straight and unit is presentable.						
Double check all floors for sand, dust bunnies, spots. Re-sweep/mop, if necessary.						
Would you save all year to rent this home? Would you be happy with the quality of cleaning for your family?						
Set HVAC to owner specifications, <u>lock all doors</u> , including balconies. Exit home						
Make sure all linen bags are tagged with unit number or owner name and whether clean or dirty						
Cobweb and sweep front porch and steps. Spot clean front door and jam. Clean storm door glass						
Text Missy at: (843) 254-9545 to report condition of unit after every job. If no reply, you must call her.						

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