CABIN DEPARTURE CLEANING GUIDELINES

This usually requires multiple people working four hours at least. Renter's check out is 12noon.
*Go through cabin and gather items that possibly need to be washed: terry mattress pads, pillow protectors, bathroom rugs, kitchen cloths etc.: Set all items near area item was removed for cleaning-check staff to evaluate/ wash. Leave used up containers from bath and bedrooms for staff to replace.

Kitchen/Dining Areas:

Assure that all appliances are turned off. Clean and unplug all.
Clean and unplug coffee makers and toaster. Empty coffee grinds and toaster crumbs.
Turn off all knobs for all 3 ovens, cook top, grill, griddle, 2 warming ovens. Place island oven knobs in drawer beside the oven.
Wipe down all surfaces: granite counters, table, appliances, inside pan and other drawers.
Scrub out cast iron sinks with Comet cleanser, assess garbage disposal for food and run with water.
Wipe down wood cabinets, china cabinet surfaces and refrigerator doors with Orange glow or pledge.
Wipe down interiors of refrigerator, microwave, interior of ovens with 409.
Check freezer for left behind items and clean up stuck-on debris as best possible with 409.
Clean cook top and grill from spills, food and grease with 409 sprayed onto sponge, then wipe surfaces.
Avoid spraying 409 directly over burners as this will destroy electronic starters on cooktop.
Wipe down warmed griddle with canola oil (kept in upper corner cupboard) and griddle cloths (kept in bottom drawer right of oven). Read oven manual if needed for cleaning instructions.
Vacuum kitchen carpets. Scrub with broom and soapy water and spray with hose on front deck as needed.
Vacuum or sweep wood floors in kitchen, dining area, under table and stools, mop with Murphys weekly.
Empty dishwasher, put away all dishes and utensils.
Refill ice trays and leave in freezer.
Empty trashes, replace bins with clean bags. take your own trash down the to Hume trash disposal.
Empty trash compactor, replace bag with designated bags from lower cupboard. Replace KEY on hook.

All bedrooms:

Check mattress pads, each bed should have a waterproof terry cover over a reg. pad.
Remove any soiled linen from beds and leave item near the bed for cabin cleaning checker to see.
Replace bedspreads, pillows:2 pillows on each bed.
Replace shams on beds: upper level: Spool rm 4 blue, 2 quilt. Blue rm 2 pattern, 2 blue.
lower level shams: Americana rm 4 quilt, 2 red, Quilt rm 4 quilt, Sleepy Bear rm-3 pattern.
Empty trash, check under bed and in closets, cabinets and drawers for left behind items.
Check for broken curtain rods, straighten curtains, replace tiebacks on curtains.
Clean sinks and tile (scrub bubbles), wipe down mirrors and light switches with windex.
Check the lights and place burned out bulbs near outlet where removed, turn off all lights.
Vacuum or shake out area rugs (outdoors) and vacuum.
Wipe down blinds in bedrooms.
Pledge or orange glow cabinet doors, drawer faces and bedside tables.
Note for empty supplies under sinks: Lysol spray, windex, scrubbing bubbles, paper towels, sponges, gloves.

All Bathrooms:

Clean tile counters and showers with non-abrasive cleaners like scrubbing bubbles or Tilex spray.
Clean marble stone counters and floors in first upper level bathroom with mild soap and water.
Clean sinks and tubs, with abrasive cleaners, like Comet.
Scrub toilets with Lysol toilet scrub, use ceramic pumice on stains as needed.
Clean off urine and accumulated dust bunnies around, below and behind toilets.
Shake out tub and shower rugs and hang on shower rack or door, and over edge of tub.
Vacuum or mop tile floors with Fabulouso or soap and water, empty trashes and replace liners inside..
Wipe down faucets and light switches, clean mirror with windex (use step stool or ladder to reach).
Turn off fans, lights, especially red heater light.

Stairways to lower level

Vacuum or sweep stairs and window ledges, small red vacuum cleaner is available on each level:

Main level in hallway closet on shelf.

Lower level in entryway closet across from sliding deck door.

Family rooms:

Check under all cushions and vacuum as needed. Look for debris under cushions, discard all trash.
Straighten couch slipcovers, replace all pillows/blankets, look behind and under couches for items.
Wipe down all tables and straighten table items.
Vacuum all rugs and floors, including tiled ping-pong table area, or mop tile with Fabuloso.
Clean dirty windows and remove spider webs from window corners as much as possible.
Check slider screens for rips and for opening/closing correctly. Lock slider doors.
Wipe down light switches, check lamps and lights and remove burned out bulbs.
Ping pong paddles/balls in drawer, games, puzzles, and books put away.
Straighten doll house and related items on table next to mirror.
Straighten video/DVD cupboard and replace tapes back in correct containers.

Entry-ways and hallway areas upper and lower levels:

Vacuum carpets and floors (tile and wood). Mop lower level entry tile floors with Fabulouso cleaner.
Vacuum interior doormats.
Wipe down dirty light switches and Windex glass slider doors as needed.
Straighten upper level blue entry couch cover.
Lock both side doors, both sliding doors and front door.

Fireplace: (instructions for care in binder and at each fireplace & for cleaning in the baskets.

Read instructions in Renter's Binder for use and care.
Read cleaning instructions in Renter's Binder and the page in basket beside fireplace.
Take out cooled ashes to dispose of in trash, and build another fire for next to arrive.
Vacuum ashes on hearth seat and floor.

Decks and BBQ:

Check outer lights and turn all lights off. (front porches, all front, back and side decks).
Push green table chairs under patio table umbrella.
BBQ: clean grills with oiled paper towels or cleaning supplies, empty drip pan, replace supplies in drawers.
Clean all BBQ utensils, turn off all knobs and propane valve to BBQ. Recover BBQ with protective cover.
Check supplies: paper towels, gloves, two sets utensils/apron, PAM spray, wire brushes, newspaper.
Check that fire extinguisher is in the holder and the gauge arrow is in the green zone.

Guest Form completion:

Read questionnaire and share tips about needed attention. Mail, scan/email to me asap.
Replace all maps, pamphlets and forms inside binders.
Leave binder on counter for next guests to see on their arrival.

Miscellaneous checks:

Assure that MBR apt door, garage door at stairway landing, and laundry room doors remain locked.
Check vacuum cleaner bags (2 small red, 2 upper and 1 lower level vacuums) for needed bag changes.
Leave Thermostats OFF in summer, or at 48 degrees on departure during other seasons.
Turn all lights off, including all deck lights (check if any are burned out and alert cleaning staff).
Turn all indoor lights (check if any need replacing), fans, and water faucets off.
Turn all ovens, warming drawers, BBQ propane (valve and BBQ knob) off.
Lock all doors and exits: Front door, 2 side doors, all sliders.

Signature of Renter: _____ Date: _____