

ARRIVAL CHECKLIST

For each room:

- _____ Dust all surfaces.
- _____ Check all glass and windows – retouch as needed
- _____ Vacuum Carpets / Lightly clean wood and stone floors
- _____ Re-stock all personal and bath products as needed.
Each should be at least two thirds full.
- _____ Test all interior lights. Check each bulb.
- _____ Check all appliances, TV's, and remote controls. Carry a supply
of batteries to replace dead batteries as needed. Report any
problems immediately to Manager
- _____ Wardrobe fully stocked and in order.
- _____ All refrigerators and other food/snacks fully stocked according to the
list for each area.
- _____ Refresh cushions and amenities for exterior seating in all areas.
- _____ Stock towels and pool equipment
- _____ Empty dehumidifiers in the Library immediately before arrival of
Principal
- _____ Check A/C is working in all areas and temperature
- _____ Check Sauna and Whirlpool Spa in Master Suite is working.
- _____ Sanitize all computer keyboards, electronic devices, phones and door handles
using alcohol swabs or Clorox anti-bacterial wipes

Departure Check List

_____ Refresh Kitchen

- Wash and put away dishes and cutlery as shown in posted photos
- Spot clean counters, floors, cabinets and seating area.

_____ Refresh Master Bedroom Suite, TV Room, and Chillax Office

- Strip Master Bed and collect bed linens, towels and used clothing
- Begin Laundry
- Dispose of Garbage and replace liners.

If Guest Cabanas used:

- Strip Bed, and collect used sheets and towels.
- Dispose of Garbage and replace liners
- Check cabana and all common areas for Guest property and report items you find to Manager.
- Collect and cover pool area cushions.
- Empty Library dehumidifiers.

Next day: (if not yet completed)

_____ Deep clean Master Bedroom Suite

_____ Master Bedroom

- Make up Master bed. Finish by steaming out crease on the top and sides.
- Dust all surfaces and objects
- Wipe down all wood surfaces with diluted Murphy's Oil Soap on microfiber cloth
- Wipe down all plastic, painted and glass surfaces with diluted vinegar on microfiber cloth
- Sanitize computer keyboard, phones and door handles
- Check all lights are working- replace or report to Manager and electrician as needed
- Check all watches, appliances and remotes and replace batteries ss needed. Carry a supply of batteries.

_____ Entry area

- Dust all surfaces and objects
- Wipe down all wood surfaces with diluted Murphy's Oil Soap on microfiber cloth
- Wipe down all plastic, painted and glass surfaces with diluted vinegar on microfiber cloth
- Sanitize computer keyboard, phones and door handles
- Check all lights are working- replace or report to EM and electrician as needed
- Check all watches, appliances and remotes and replace batteries as needed. Carry a supply of batteries.

_____ Bathroom

- Check all lights are working- replace or report to Manager as needed
- Wipe down all tile surfaces with diluted vinegar
- Scrub out shower/bath and enclosure doors with diluted vinegar
- Clean Sink and surround with diluted vinegar
- Wipe down glass and mirrors with diluted vinegar. (Windex may also be used on glass only)
- Clean toilet bowl using Lysol Antibacterial cleaner
- Polish all chrome with diluted vinegar. Spray with undiluted vinegar and leave vinegar 4 or 5 minutes before polishing to remove hard deposits.
- Scrub tile or marble floor with diluted vinegar.
Rinse with plain water and mop dry.
- Check all amenities and personal products are in place and full.
- Check all appliances and remotes are working. Carry a supply of batteries to replace as needed.

_____ Wardrobe

- Check all lights are working
- Starting at the top, remove all clothing from each shelf and wipe down with very diluted vinegar on a microfiber cloth
- Check all amenities and personal products are in place and full.
- Replace and re-stock clothing.

_____ Deep clean Sauna/Shower area

- Spray all chrome fixtures drains with undiluted vinegar
Let the vinegar sit for 10 minutes and repeat spray to keep it wet.
- Spray walls, all glass and windows and seats with undiluted vinegar from top down. Begin at the back and work to the front
- Wipe of all Chrome fixtures and drain covers.
- Spray walls and seats with small amount of pure water and wipe dry
- Pour undiluted vinegar on the floor and scrub after 4 or 5 minutes

- Squeegee into the drains and mop or wipe dry.

_____ Clean outdoor deck and spa

- Check all outside lights are working
- Hose down exterior floors
- Wipe down all tile surfaces with diluted vinegar
- Scrub out whirlpool with diluted vinegar
- Clean Sink and surround with dilute vinegar
- Wipe down glass and mirrors with dilute vinegar. (Windex may also be used on glass only)
- Polish all chrome with diluted vinegar. Spray with undiluted vinegar and leave vinegar 4 or 5 minutes before polishing to remove hard deposits
- Check all amenities and personal products are in place and full.
- Check all appliances and remotes are working. Carry a supply of batteries to replace as needed
- Remove, wash and replace all outdoor furniture covers
- Collect furniture together and cover

Second Day after departure

- Deep clean and reset any used cabanas.
Follow steps as above
- Deep Clean Main House Kitchen