KEWEENAW TURNOVER CO.

Our turnover checklist

What we check, clean, and restock between every guest. Hosts can use it to see exactly what's covered, and we tailor it to each property.

Property: _____ Date: _____ Cleaner: _____

Arrival

- [ ] Note arrival time and check for any guest notes or messages
- [ ] Walk through the whole property before cleaning starts
- [ ] Open windows or run fans to air out if needed
- [ ] Check thermostat; set to the host's between-guest setting

Damage & missing items (photos)

- [ ] Photograph any damage, stains, or broken items before cleaning
- [ ] Check for missing items against the property inventory
- [ ] Note anything left behind by guests (lost & found)
- [ ] Look for signs of pets, smoking, or extra guests if the host's rules forbid them

Kitchen

- [ ] Run and empty the dishwasher; put away all dishes
- [ ] Wipe counters, backsplash, and cabinet fronts
- [ ] Clean stovetop, oven front, and microwave inside and out
- [ ] Empty, wipe, and check the fridge and freezer; toss guest leftovers
- [ ] Clean the coffee maker, toaster, and small appliances
- [ ] Scrub and shine the sink and faucet
- [ ] Sweep and mop the floor

Bathrooms

- [ ] Scrub toilet inside, outside, and behind the base
- [ ] Clean shower, tub, glass, and grout; remove hair from drains
- [ ] Clean sink, counter, faucet, and mirror
- [ ] Replace towels, bath mat, and washcloths
- [ ] Wipe light switches, door handles, and cabinet fronts
- [ ] Mop the floor

Bedrooms & linens

- [ ] Strip all beds; check mattress protectors and pillows for stains
- [ ] Make beds with fresh linens, hotel-tight
- [ ] Dust nightstands, dressers, lamps, and headboards
- [ ] Check closets and drawers for left-behind items
- [ ] Check under beds; vacuum floors

Living areas

- [ ] Dust surfaces, shelves, TV, and décor
- [ ] Wipe remotes, light switches, and door handles
- [ ] Fluff and arrange cushions and throws
- [ ] Vacuum rugs and upholstery; sweep and mop hard floors
- [ ] Clean entryway, deck, or porch; shake out doormats
- [ ] Check games, books, and guest guide are in place

Restock supplies

- [ ] Toilet paper (spare rolls in each bathroom)
- [ ] Paper towels and tissues
- [ ] Hand soap, dish soap, and dishwasher pods
- [ ] Shampoo, conditioner, and body wash
- [ ] Coffee, filters, tea, sugar, and creamer
- [ ] Trash bags and cleaning basics
- [ ] Note anything running low for the host

Trash & recycling

- [ ] Empty every trash can and replace liners
- [ ] Sort recycling per local rules
- [ ] Take trash to outdoor bins; secure lids (bears and critters)
- [ ] Check pickup day and set bins out if needed

Laundry

- [ ] Wash, dry, and fold all sheets and towels
- [ ] Treat stains; set aside damaged linens and tell the host
- [ ] Store clean linen sets in the right place
- [ ] Clean the dryer lint trap

Final walkthrough & lock-up

- [ ] Walk every room one last time with fresh eyes
- [ ] Stage welcome items and the guest guide
- [ ] Set thermostat and lights to the host's check-in setting
- [ ] Close and lock all windows and doors
- [ ] Return keys to the lockbox; confirm the code is set
- [ ] Take final photos of each room

Notes for host

Questions or want this for your rental? Call (906) 299-3486 or email hello@keweenawturnover.com · keweenawturnover.com