

Name of Responsible Party \_\_\_\_\_

Date \_\_\_\_\_

**Cleaning Instructions**

**Cleaning**

Clean sheets are stored in the bedroom closets (or are in the dryer)

Cleaning rags are white, yellow, blue, green and are stored under bathroom sinks or in closet

Kitchen rags are tan and found in a drawer in the kitchen.

Washcloths for bathing are tan with a corded pattern or white with tan cording and are found in the hall closet.

Laundry detergent and fabric softener is located in the cupboards above the washer and dryer.

Vacuum, broom, dustpan, mop (swiffer), and trash bags are located in the hall closet.

Put a cleaning rag around the swiffer to mop (there aren't Swiffer re-fills).

White trash bags are large and used for kitchen garbage. Shopping bags or smaller black trash bags are used for bathroom trashcans and the small can under the kitchen sink.

Bathroom cleaning supplies and toilet paper are located under the bathroom sinks.

*\*A cleaning checklist must be filled out for each week of occupancy\**

**Cabin Cleaning Checklist**

<b>Washroom:</b>	<b>Complete</b>
Soiled linens, towels, and cleaning rags removed and brought to laundry room (except blankets & comforters on the re-made beds). Un-used beds need not be stripped.	
Laundry started (cleaning rags may be left in open washer if they)	
Sweep washroom floor	
<b>Bathroom(s):</b>	
Wash down countertop and clean mirror	
Clean bathtub, tile around the tub, sink, door and fixtures.	
Clean inside and outside of toilet.	
Sweep and mop floors.	
Empty garbage and replace liner.	
Remove all personal items.	
<b>Stairs:</b>	
Sweep down wooden stairs and then vacuum carpeted stairs below	
<b>Bedroom(s):</b>	
Sheets (fitted & top sheet) & pillowcase(s) changed on "slept in" beds & re-made w/ comforter.	
Vacuum carpet.	
Empty garbage and replace liner.	
Remove all personal items from bedroom(s) and closet(s).	
<b>Loft Area:</b>	
Vacuum area	
Unplug small TVs in loft area and children bedroom	
<b>Living Room:</b>	
Vacuum area.	
Dust TV stand, make sure TV is turned off	
Wash inside windows of any handprints	

<b>Kitchen:</b>	
All dishes, utensil, and cups in dishwasher and the dishwasher started BEFORE leaving.	
All pots, pans, and other bake wear hand washed, dried, and put away.	
Stovetop, countertops, table, and chairs (including barstools) wiped down.	
Microwave wiped out and appliance fronts washed.	
Sweep and mop tile.	
Empty garbage and replace liner.	
Wash out sink and run disposal.	
Stove turned OFF	
<b>Refrigerator:</b>	
All food items removed from the fridge and freezer (except condiments in fridge)	
Spills wiped up and dirty shelves cleaned	
<b>Cabinets, Drawers, and Pantry:</b>	
All kitchen items put back in their proper place	
All items removed from pantry	
<b>Deck and Grill:</b>	
Deck area and stairs swept	
Grill turned off and propane refilled if needed	
<b>General/Final Inspection:</b>	
<b><i>LEAVE BEACH PARKING PASSES IN BINDER!!!</i></b>	
Wash any windows with smudges and make sure all windows are closed	
Blinds in windows turned up to prevent fading from sun.	
Return furniture to its original place.	
Washed linens switched to dryer and are in the process of drying BEFORE LEAVING	
Dishwasher is started.	
All rooms checked for personal items and lights are turned off.	
Main water valve turned off during winter months (Oct-April)	
Turn off A/C during summer months (May-Sept) or set thermostat to 55 degrees (Oct-April)	
Trash bagged and transported to dumpster at the end of the driveway.	
Garage and outside doors locked.	

**Comments:**

**Anything we are running low/out of:**

**Anything damaged, broken, or not working:**