

Rental apartment cleaning checklist

Reefa

43 checkpoints · 7 zones · reefa.pl/checklisty

Site: _____ Date: _____ Checked by: _____

Frequencies: **weekly** — at least once a week · **monthly** — once a month · **quarterly** — every 3 months

01 Turnover start: walkthrough and damage inspection

- | | |
|--|----------------|
| ☐ Windows opened — apartment aired throughout the turnover (min. 15 minutes) | every turnover |
| ☐ Walkthrough with damage inspection: damage, stains and missing inventory photographed with date stamps
<small>Airbnb AirCover for Hosts requires reporting damage with evidence within 14 days</small> | every turnover |
| ☐ Items left behind by guests collected, photographed and reported to the owner | every turnover |
| ☐ All bed linens and towels stripped and set aside for laundry (no sorting into "looks clean") | every turnover |
| ☐ Trash collected from all bins, including bathroom and kitchen | every turnover |

02 Bedroom and textiles

- | | |
|---|----------------|
| ☐ Bed made with a fresh, ironed linen set; covers pulled tight without creases | every turnover |
| ☐ Mattress and protector inspected (stains = wash/replace before the next guest) | every turnover |
| ☐ Surfaces damp-wiped: nightstands, windowsills, dresser, headboard | every turnover |
| ☐ Floor vacuumed and mopped, including under the bed | every turnover |
| ☐ Wardrobe and drawers checked — empty, with a full set of hangers | every turnover |
| ☐ Spare linen and towel set in stock (min. 3 sets per bed in rotation) | every turnover |

03 Bathroom

- | | |
|--|----------------|
| ☐ Toilet cleaned and disinfected in full: bowl, seat, flush tank, base | every turnover |
| ☐ Shower/bathtub cleaned: fixtures polished, drain cleared of hair, grout free of buildup | every turnover |
| ☐ Sink and tap cleaned, mirror free of streaks and marks | every turnover |
| ☐ Fresh towels hung per standard (count matching the number of guests) | every turnover |
| ☐ Supplies restocked: toilet paper (min. 2 rolls), soap, shower gel, shampoo | every turnover |
| ☐ Floor mopped and disinfected, bin washed and fitted with a new liner | every turnover |

04 Kitchen / kitchenette

☐	Countertops and sink cleaned and disinfected; tap polished dry	every turnover
☐	Dishes, cutlery and glassware clean, complete, arranged per standard (count them!)	every turnover
☐	Fridge emptied of guest food, wiped inside, odor-free	every turnover
☐	Stove/cooktop, oven and microwave clean inside and out	every turnover
☐	Kettle, coffee machine and toaster clean; filter/capsules restocked	every turnover
☐	Welcome supplies restocked per list: coffee, tea, sugar, dish soap, sponge, trash bags	every turnover
☐	Dishwasher emptied, filter rinsed; bin fitted with a new liner	every turnover

05 Living room

☐	Sofa vacuumed — including UNDER the seat cushions (crumbs, guest belongings)	every turnover
☐	Sofa bed: checked inside, its spare bedding clean and folded	every turnover
☐	Surfaces wiped: coffee table, TV (dry microfiber), shelves, windowsills, décor	every turnover
☐	Floor vacuumed and mopped; rug vacuumed along both sides of its edges	every turnover
☐	TV remote disinfected, batteries checked	every turnover
☐	Guest instructions, house guide and materials in place and in good condition	every turnover
☐	Balcony/terrace: floor swept, furniture wiped, ashtray washed	every turnover

06 Technical checks and safety

☐	All light points checked — burnt-out bulbs replaced (spares kept in the apartment)	every turnover
☐	Wi-Fi tested (connecting to the network from the guest card), router restarted if there are issues	every turnover
☐	TV, air conditioning/heating and water heater tested in operation	every turnover
☐	Smoke / CO detector checked (indicator light), fire extinguisher and first-aid kit in place	every turnover
☐	Locks, keys and key box checked; code changed if the procedure requires it	every turnover
☐	Windows closed and locked after airing; blinds/curtains set per standard	every turnover

07 Final stage: check-in-ready standard

☐	Smell test: neutral or fresh — no trace of food, smoke or damp	every turnover
☐	Furniture and décor arrangement matching the listing photos (guests compare!)	every turnover
☐	Temperature set to a comfortable level before arrival (heating/air conditioning)	every turnover
☐	Readiness photo report sent to the owner/operator: bedroom, bathroom, kitchen, living room	every turnover
☐	Faults and missing items reported the same day with photo documentation	every turnover
☐	Door locked, keys returned per procedure (key box / reception / coordinator)	every turnover

How to inspect a turnover — a procedure for owners and operators

1. Set the inspection moment: after the turnover is finished and before guest check-in — at that point a lapse can still be fixed without consequences in the ratings.
2. Test the 5 critical points: under the sofa/bed, the shower drain, the fridge interior, the microwave, the bathroom grout — these are the spots guests call out in reviews.
3. Count the sets: dishes, cutlery, towels and linens against the inventory list — shortages always surface at full occupancy.
4. Verify the photo report: the photos must show the state from THIS turnover (date/time), and the frames must cover the key zones, not details.
5. Check supplies against the par stock: toilet paper, soap, coffee, tea, cleaning products — below minimum means restocking before check-in, not "next time around".
6. Compare the apartment with the listing photos: cushion arrangement, décor, curtains — guests judge how well it matches what they booked.
7. After every guest complaint about cleanliness, run a full checklist audit and go over the result with the crew — a single complaint is a systemic signal, not a fluke.

Notes: _____

Signature: _____