

# Bee & Bee Property Management — Turnover Cleaning Checklist

*(For use between guest stays)*

## 1. Entry & First Impressions

- Open windows where possible to air out rooms
- Turn on lights and check for any damage or left items
- Remove rubbish, recycling and food waste immediately
- Check for strong odours; treat if needed
- Ensure indoor temperature is comfortable (heating/cooling adjustments)

## 2. Kitchen / Kitchenette

### Surfaces & Cleaning

- Wipe and disinfect all worktops
- Clean sink and taps; polish stainless steel
- Clean hob, oven front, microwave (inside & outside)
- Wipe fridge shelves, drawers and seals
- Clean kettle, toaster, coffee machine
- Wipe cupboard doors and handles

### Crockery & Appliances

- Empty and check dishwasher
- Wash or replace any used items
- Ensure all utensils, pans, plates, cups and cutlery are clean and returned to correct places

### **Stocking**

- Check and restock tea, coffee, sugar, etc.
- Replace bin liners
- Ensure cleaning supplies provided for guests (if applicable)

## **3. Bedrooms**

### **Cleaning**

- Strip beds and remove all used linen
- Check mattress protector; replace if stained
- Dust all surfaces: bedside tables, lamps, ledges, skirting
- Clean mirrors and inside windows
- Vacuum floors (including under the bed if accessible)

### **Bed Making**

- Fit clean sheets, duvet cover, pillowcases
- Smooth duvet and ensure neat presentation
- Arrange cushions & throws neatly (consistent style)

### **Checks**

- Ensure no guest items left behind
- Check lamps, bulbs, alarms, chargers

## **4. Bathroom**

### **Cleaning & Disinfecting**

- Clean & disinfect toilet (seat, rim, base, flush button)
- Scrub and rinse shower/bath
- Clean shower glass and chrome fittings
- Wipe tiles

- Clean sink, taps and countertop
- Polish mirrors
- Empty bin & replace liner

### **Restocking**

- Toilet roll
- Soap / shower gel / shampoo
- Towels (bath, hand, face)
- Bathmat

### **Final checks**

- Ensure drains are clear
- Check for mould or limescale build-up

## **5. Living Room / Common Areas**

- Dust all surfaces, shelves, lamps, frames
- Wipe tables and high-touch areas (handles, switches, remotes)
- Vacuum sofas and cushions
- Fluff pillows and arrange neatly
- Vacuum and mop floors where needed
- Check windows and doors for marks

## **6. Hallways / Entrances**

- Sweep, vacuum and mop
- Wipe stair rails, door handles, switches
- Check shoe racks, drawers, and remove clutter
- Ensure entrance smells clean and welcoming

## 7. Final Presentation

- Check lighting is warm and inviting
- Adjust curtains/blinds neatly
- Replace any missing decorative items
- Straighten furniture alignment
- Ensure keys or access instructions are left where expected

## 8. Safety & Maintenance Checks

- Test smoke alarms (weekly or per owner preference)
- Spot-check for leaks, damage or broken items
- Note low batteries (remotes, alarms, door keypads)
- Ensure heating/hot water systems appear to be functioning
- Report anything unusual immediately

## Cleaner Sign-Off

- Property: \_\_\_\_\_
- Cleaner name: \_\_\_\_\_
- Date & time: \_\_\_\_\_
- Notes / issues found: \_\_\_\_\_