

# PGA1 Cleaning Checklist - Long Term

## 1. Change linen and towels

- Strip used linen bed sheets
- Wash all towels
- Check and launder bathmats as needed
- Replace with fresh from storage; replace in storage after washing

## 2. Clean Kitchen

- Wash and put away any dishes left out
- Empty dishwasher
- Check other appliances are empty, clean, and functional
- Check fridge – remove anything left behind by guests, wipe any spills, ensure consumables e.g. milk and condiments are re-stocked
- Wipe down all kitchen countertops
- Clean and polish sink, taps, and other hardware.
- Empty trash bins, replace bags

## 3. Clean Bathrooms

- Sanitise and clean toilets
- Shine sink and mirrors
- Clean showers, don't forget to check drains
- Empty trash bins, replace bags

## 4. Re-stock consumables (notify me if low)

- tea, coffee from storage
- toilet paper, paper towels, tissues
- dish soap, sponge
- hand soap, shampoo, conditioner, and body wash

## 5. Dust, Tidy, Reset

- Spot dusting throughout: wipe down tables, surfaces, light switches, and baseboards where needed. While dusting, check that guests haven't left anything behind.
- Make sure lights are working, report bulbs or other issues
- Tidy & reset: stack local magazine, plump up cushions, straighten rugs, arrange decor items, leave out guest information booklet, redraw blinds and curtains

## 6. Sweep, vacuum and mop

- Vacuum and mop the floors
- Sweep up dirt, debris, leaves on porches

## 7. Guest ready finishing touches PGA1

- Check the mail and store in Owner's Closet
- Shed key available and in place?
- Shed locked?
- Bikes returned to shed?
- Re-stock snack bars from storage
- Is the grill clean, clean as needed?
- Lock Owners Closet, return key**
- Text 704-953-3310 when ready for the next guest and include info and a rating of how the prior guest left the place**