



5 STAR CONCIERGE CLEANING SERVICES

KITCHEN (Standard Routine Cleaning)

- ☐ Empty Trash Cans & Wipe Exterior

☐ Clean Microwave Inside and Outside

☐ Wipe Down Small Appliances and Underneath

☐ Wipe Down Large Appliance Front

☐ Clean Stovetop Surface + Knobs

☐ Wipe Down Cabinet Fronts

☐ Clean Countertops & Backsplash

☐ Scrub & Disinfect Sinks & Faucets

☐ Table & Chairs Wipe Down

☐ Stainless Steel Polish
- ☐ Light Switches & Doorknobs Wipe Down

☐ Baseboards Dry Dust / Vacuum

☐ Dust and Cobweb Removal

☐ Vacuum Floor Mats

☐ Sweep & Mop Floors

☐ Vents Dry Dust

- ☐ Top of Fridge Clean

☐ Cabinet Fronts Wipe Down

☐ Stove Burners & Knobs Detail Scrub
- DEEP

Deep | Move-In/Out Cleaning

- ☐ Window Blinds Dry Dusting

☐ Window Ledges Dry Dusting

☐ Doors & Door Frames Wipe Down

☐ Baseboards Wet Wipe
- DEEP

☐ Pantry Shelves Wiped Down

☐ Inside Fridge Scrub

☐ Inside Oven Scrub

☐ Inside Drawers & Cabinets Clean

☐ Blinds Wet Wipe

MOVE IN/OUT

BATHROOMS (Standard Routine Cleaning)

- ☐ Showers & Tubs Clean & Disinfect

☐ Sinks & Faucets Clean & Disinfect

☐ Toilets Disinfect Inside/Out

☐ Empty Trash Cans & Wipe Exterior

☐ Soap-dish & Countertop Items Wipe Down

☐ Countertops Clean & Disinfect

☐ Vanity Exterior Wipe Down

☐ Mirrors Clean
- ☐ Metal Fixtures Clean & Shine

☐ Light Switches & Doorknobs Wipe Down

☐ Vents Dry Dusting

☐ Vacuum Floor Mats

☐ Sweep & Mop Floors

- ☐ Shower Heads Clean

☐ Hardwater Removal

☐ Window Blinds Dry Dusting
- DEEP

Deep | Move-In/Out Cleaning

- ☐ Window Ledges Dry Dusting

☐ Doors & Door Frames Wipe Down

☐ Baseboards Wet Wipe
- DEEP

☐ Medicine Cabinets Inside

☐ Inside Drawers & Vanity

☐ Blinds Wet Wipe

MOVE IN/OUT

BEDROOMS & LIVING AREAS (Standard Routine Cleaning)

- ☐ Light Tidying Up & Straightening

☐ Empty Trash Cans

☐ Furniture Dusting, under 8'

☐ Ceiling Fans Dusting, under 10'

☐ Picture Frames Dry Dusting

☐ Lamps Dusting

☐ Top of Bedframe Dusting

☐ Streak-free Shine Glass Tabletops

☐ Mirrors Clean

☐ Beds Made (linens changed w/ extra charge)
- ☐ Sliding Doors (Glass) Clean Inside/Out

☐ Light Switches & Doorknobs Wipe Down

☐ Dusting & Cobweb Removal

☐ Vents Dry Dusting

☐ Baseboards Dry Dust / Vacuum

☐ Couches & Cushions Vacuum

☐ Vacuum Carpets & Rugs

☐ Sweep & Mop Floors

Deep | Move-In/Out Cleaning

- ☐ Washer & Dryer Exteriors Wipe Down

☐ Between Washer & Dryer Area Clean

☐ Window Blinds Dry Dusting

☐ Window Ledges Dry Dusting

☐ Sliding Door Track Wipe Down

☐ Banisters & Handrails Wet Wipe

☐ Doors & Door Frames Wipe Down

☐ Baseboards Wet Wipe
- DEEP

☐ Closet Shelves Wipe Down

☐ Blinds Wet Wipe

MOVE IN/OUT

Add-On Requests

- ☐ Fragrance Free (no cost)

☐ Hardwood (no cost)

☐ Natural Stone (no cost)

☐ Inside Fridge

☐ Inside Oven
- ☐ Dishes

☐ Baseboards Wet Wipe

☐ Blinds Wet Wipe

☐ Interior Window Cleaning

☐ Ceiling Fans Wet Wipe
- ☐ Vents Wet Wipe

☐ Patio Furniture Wipe Down

☐ Laundry Wash & Dry (2 load max)

- ☐ Sweep Garage Floor (move-in/out)

☐ Dry Dust Walls (move-in/out)

Other Services

- ☐ Carpet Shampoo & Cleaning

☐ Exterior Window Cleaning

☐ Trash Removal

☐ Other Referrals – please inquire

Excluded Services (including but not limited to)

- Heavily Soiled Areas

• Lifting Over 30 lbs

• Biohazard Material

• Feces, Blood, etc.

• Bug Extermination

• Bug Infestations

• Moving Furniture

• Electronics (TVs, Computers)

• Artwork, Collectibles, High Value Items, etc.

• Hoarder Conditions

• Black Mold

• Permanent Stains

• Trash Hauling

• Clutter Pickup

• Washing Walls

• Vertical Blinds

• Washing Lights



We take pride in our work and offer a 100% service guarantee. Any issues, let us know - we'll make it right.
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VACATION RENTAL TURNOVER

1) POST-GUEST INSPECTION

- ☐ Inspect Unit - Take Photos of Any Damage/Breakage
- ☐ Check For and Secure Any Personal Items Left by Guests
- ☐ Check For Any Linen Damage/Staining
- ☐ Start Laundry (Sheets, Pillow Covers, Duvet Covers, Blankets, Towels)
- ☐ Start Dishwasher
- ☐ Begin Cleaning - Based on Property Specific Checklist

2) TURNOVER CLEANING

KITCHEN

- ☐ Empty Trash Cans
- ☐ Clean Dishes in Dishwasher
- ☐ Clean Oven, Microwave, Fridge (Inside/Out)
- ☐ Wipe Down Small Appliances (Toaster + Coffee Maker) and Underneath
- ☐ Clean Stovetop, Countertops & Backsplash
- ☐ Scrub & Disinfect Sinks + Faucets
- ☐ Cabinet Fronts Wipe Down
- ☐ Table & Chairs Wipe Down
- ☐ Polish Stainless Steel
- ☐ Sweep & Mop Floors

- ☐ Put Out Clean Dish Towel
- ☐ Empty Fridge of Anything Opened/Expired Except Condiments
- ☐ Ensure Dishes/Silverware Are Clean
- ☐ Presentation of Kitchen Items is Correct (Mugs, Cups, Forks, etc.)
- ☐ Refill Paper Towel, Dishsoap, Coffee, Tea

STAGING

BATHROOMS

- ☐ Empty Trash Cans
- ☐ Showers & Tubs Clean & Disinfect
- ☐ Sinks & Faucets Clean & Disinfect
- ☐ Toilets Disinfect Inside/Out
- ☐ Soap-dish & Countertop Items Wipe Down
- ☐ Vanity Exterior Wipe Down
- ☐ Mirrors Clean
- ☐ Sweep & Mop Floors

- ☐ Wash/Reset Bath Mats
- ☐ Crease Toilet Paper End
- ☐ Set of towels laid out (per guest)
- ☐ Refill: Toilet Paper, Hand Soap, Shampoo, Conditioner, Shower Gell, Soap, Tissues, Q-Tips/Cotton Pads

STAGING

BEDROOMS & LIVING AREAS

- ☐ Remake Beds With Clean & Stain-Free Linens
- ☐ Empty Trash Cans
- ☐ Dust Window Ledges, Blinds, Ceiling Fans, Bed Frame, Pictures, Lamps
- ☐ Streak-free Shine Glass Tabletops & Night Stands
- ☐ Mirrors Clean
- ☐ Vacuum Carpets & Rugs
- ☐ Sweep & Mop Floors
- ☐ Sliding Doors (Glass) Clean Inside/Out
- ☐ Couches & Cushions Vacuum
- ☐ Washer & Dryer Exteriors Wipe Down

- ☐ Check Closets, Under Beds, and Drawers For Personal Items Left Behind
- ☐ Presentation Is Key: Organize Pillows, Chairs, Blankets, etc.
- ☐ Patio/Outdoor Space: Make Presentable w/ Light Cleaning, Sweeping, & Furniture Arrangement

3) FINAL CHECK (Is the home as presentable as it can be for our next guests?)

- ☐ No Obvious Uncleaned Areas (Crumbs, Dust, Hair, Marks on Walls and Floors, etc.)
- ☐ Dishwasher is Empty
- ☐ Dishes Are Put Away In Appropriate Places
- ☐ Proper Amount of Towels Laid Out in Bedroom, Bathroom, Kitchen
- ☐ Beds Are Lint and Hair Free
- ☐ Bedroom Doors Are Open
- ☐ Trash Emptied From Every Receptacle and Replaced With New Trash Bag
- ☐ Windows and Exterior Doors Are Locked
- ☐ Household Consumable Supply Levels Are Full
- ☐ All Lightbulbs Are Working
- ☐ AC Reset to Required Temperature
- ☐ Front and Back Yard is Clean and Free of Debris

All Services Include:

- ☐ Automated Scheduling
- ☐ Easy Payments
- ☐ Constant Feedback
- ☐ Seamless Communication
- ☐ Frequent Service Inspections
- ☐ Property Specific Checklists
- ☐ Service Guarantee

Additional Services:

- ☐ Ordering Supplies
- ☐ Monthly, Quarterly, Annual Home
- ☐ Inspections
- ☐ Trash Can Removal
- ☐ Light Handyman Services
- ☐ Personal Check-In Support
- ☐ Concierge Services
- ☐ Carpet Shampoo & Cleaning
- ☐ Exterior Window Cleaning
- ☐ Excess Trash Removal