

502-203-7724

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Bourbon Trail Rentals Turnover Checklist

Linens & Towels (*Non-negotiable!! Every Stay!!*)

- Collect all soiled sheets, pillow cases, towels, and wash rags and put appropriately marked laundry bag
 - King Bed
 - Queen Bed
 - Full Bed
 - Twin Bed
 - Pillow Cases
 - Towels
- Replace each bedroom and bathroom with towels and linens as labeled
- Check for thank you note or gift from previous guest and report to owner

Kitchen/Dining Room

- Check the dishwasher, collect all dishes and run if necessary, add a soap pod (under kitchen sink), press start and a green light will come on, to close the dishwasher within 3 seconds of pressing start
- Clean out any leftover food. Leave anything in the refrigerator drawers or freezer. Do not throw away any condiments
- Thoroughly clean and sanitize all surfaces. 2 tables, counter tops, stove top, back splash, coffee bar
- Make sure interior/exterior of microwave is clean and presentable
- Refill coffee bowl with pods if needed. Pods are located in the top of the pantry. Make sure cream and sugar is stocked
- Make sure there are at least 12 to-go coffee cups and lids sitting next to the coffee maker
- Refill hand soap if necessary

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- Take out garbage and replace liners. Trash pick up is Friday morning, if cleaning on a Thursday please sit both outdoor trash cans by the road)
- Make sure interior/exterior of oven is clean and presentable
- Check all lights and lamps and report any bulbs that need to be replaced
- Stow away any kitchen utensils that may be left out
- If there are any hanging mugs missing from coffee bar, please replace with matching mugs
- Make sure coffee maker and tray are clean and presentable
- Replace paper towel roll if empty
- Sit out kitchen towel
- Place welcome book, food and dining magazine, and extra house key on the island counter top

Living Room

- Clean any crumbs, etc. from couches and chairs
- Sweep living room floors
- Mop living room floors
- Make sure fireplace is off using the light switch directly to the left of the fireplace
- Place 2 pillows on both couches
- Arrange remote controls on end table with TV operation instructions

Master Bathroom

- Clean and sanitize toilet and close seat and lid
- Check and refill paper products (should always be 1 on the roll and 3 extra in the holder)
- Clean and sanitize bathtub/shower, organize soaps/shampoos inside shower
- Thoroughly clean bathroom sinks, faucets, and counters
- Vacuum tile floor (vacuum located in closet by the front door)

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- Mop tile floor (Swiffer and pads located in kitchen pantry if needed)
- Windex mirror
- Place fresh towels, face cloths and hand towels on bathroom counter
- Check for guest items left behind, notify Brandon if found
- Check all lights, replace bulbs if needed
- Make sure bathroom closet is closed and locked

Master Bedroom

- Check for guest items left behind, notify owner if found
- Dust all surfaces
- Vacuum floor
- Check all lights and lamps and replace bulbs if needed
- Collect 4 remotes (TV, DVD player, bed, ceiling fan) and place on night stand
- Windex dresser mirror
- Make sure all drawers are closed on the space looks neat and presentable
- Make sure all window blinds are closed and presentable
- Make sure bed is made and presentable

Upstairs Guest Bedroom

- Check for guest items left behind, notify owner if found
- Dust all surfaces
- Vacuum floor
- Check all lights and lamps and replace bulbs if needed
- Windex dresser mirror
- Make sure all drawers are closed on the space looks neat and presentable
- Make sure all window blinds are closed and presentable
- Make sure bed is made and presentable
- Make sure bedroom closet is closed and locked

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Main Floor 1/2 Bathroom

- Clean and sanitize toilet and close seat and lid
- Check and refill paper products (should always be 1 on the roll and 3 extra in the holder)
- Thoroughly clean bathroom sinks, faucets, and counters
- Sweep floor
- Mop floor
- Windex mirror
- Place fresh hand towel on the rack
- Check for guest items left behind, notify owner if found
- Check all lights and lamps and replace bulbs if needed

Upstairs Guest Bathroom

- Clean and sanitize toilet and close seat and lid
- Check and refill paper products (should always be 1 on the roll and 3 extra in the holder)
- Clean bathtub/shower, organize soaps/shampoos inside shower
- Thoroughly clean bathroom sinks, faucets, and counters
- Vacuum floor (vacuum located in closet by the front door)
- Mop tile floor (Swiffer and pads located in kitchen pantry if needed)
- Windex mirror
- Place fresh towels, face cloths and hand towels on bathroom counter
- Check for guest items left behind, notify owner if found
- Check all lights and lamps and replace bulbs if needed
- Make sure bathroom closet is closed and locked

Basement Bedroom

- Check for guest items left behind, notify owner if found
- Dust all surfaces

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- Vacuum floor
- Check all lights and lamps and replace bulbs if needed
- Make sure all draws are closed on the space looks neat and presentable
- Make sure all window blinds are closed and presentable
- Make sure bed is made and presentable
- Make sure bedroom closet is closed and locked

Basement Guest Bathroom

- Clean and sanitize toilet and close seat and lid
- Check and refill paper products (should always be 1 on the roll and 3 extra in the holder)
- Clean bathtub/shower, organize soaps/shampoos inside shower
- Thoroughly clean bathroom sinks, faucets, and counters
- Vacuum tile floor (vacuum located in closet by the front door)
- Mop tile floor (Swiffer and pads located in kitchen pantry if needed)
- Windex mirror
- Place fresh towels, face cloths and hand towels on bathroom counter
- Check for guest items left behind, notify owner if found
- Check all lights and lamps and replace bulbs if needed
- Make sure door to the laundry/storage room is closed

Basement Living Area

- Clean crumbs, etc. from couch
- Make sure projector is powered off (white remote control)
- Place 3 remote controls on are rest along with instructions on how to operate
- Clean both countertops, wetbar sink, and faucet
- Vacuum floor
- Clean wet bar sink and counter tops and replace hand towels
- Make sure basement refrigerator is clean and closed

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Finishing Touches

- Turn off all lights and electronics
- Set temperature to 72
- Check and report inventory of cleaning supplies
- Make sure back door is shut and locked
- Make sure garage door is closed
- Use house key to lock front door and leave under mat on the front porch

SAMPLE