STANDARD *Clean*

IMMADIATELY

- Collect all laundry and start bedding and towels: Quilts and comforters have to be washed after every pet stay unless covered with a duvet then just the duvet gets washed
- Once a month or if needed sooner all quilts/comforters/shams washed
- Start dishwasher (short cycle if no dishes)
- Spray baths/showers (visible mold or A/C vents if needed w/bleach solution

BEDROOMS

- Dust ceiling fans, windowsills
- Clean and dust nightstands and dressers. Pull all drawers and clean
- Clean mirrors
- Remake beds with clean linens (take pic if bed protector has stains)
- Clean under bed as needed
- Look behind nightstands, dressers, and under beds for trash
- Vacuum all drawers (if needed) and leave open for inspection
- Vacuum and mop

DINING ROOM AREA

- Seats should be clean and free of crumbs
- Wipe down tabletop and placemats
- Clean mirrors & other surfaces
- Remove chairs from under table and sweep/vacuum and mop floors

STANDARD *Clean*

Continued...

BATHROOMS

- Clean bathtubs and shower stalls including glass doors (leave no residue or film)
  - If drains need to be addressed, start a workorder
- Clean and sanitize toilers and sinks
- Clean mirrors
- Replace with a new trash liner
- Replace used toiler paper roll with new roll (old goes under the sink)
- Sweep and vacuum to ensure all dirt/hair is removed, mop floors
- Replace towels
- Vacuum all drawers (if needed)
  - Leave drawers open for inspection

LIVING ROOM

- Dust and clean TV, DVD, stereo equipment
- Clean remotes
- Remove cushions from sofa and chairs and check for food, dirt, trash, etc., vacuum if needed- leave cushions up for inspection
- Pull sofa bed out completely. Check for debris/dirty linens
- Clean and dust all tables, lamps, knickknacks, windowsills, ceiling fans
- Vacuum all drawers (if needed)
- Clean sliding glass doors inside and out
- Sweep/vacuum and mop living room floor
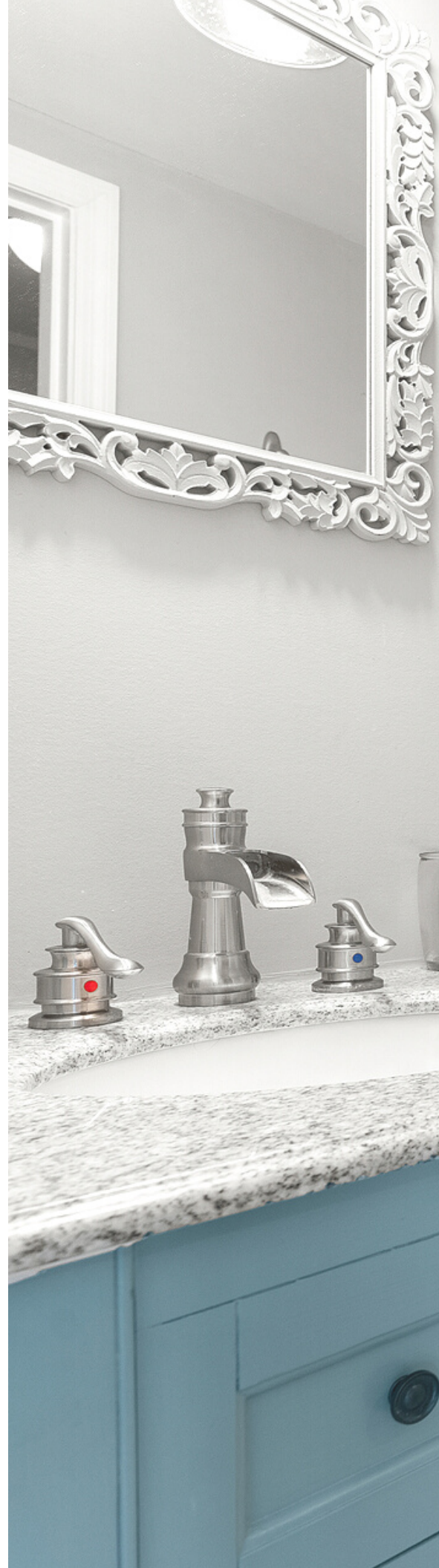
STANDARD *Clean*
Continued...

KITCHEN

- Spot check cabinets and drawers. Check cabinets for crumbs, dirty pots, pans, dishes, etc.. Leave open for inspection
- Unload dishwasher
- Clean refrigerator (front, exposed sides, top). Inside should be completely cleaned. Discard any food left behind
- Clean stovetop. Clean front and inside of oven (if needed). Check oven drawer for crumbs, if applicable
- Clean microwave inside and out
- Wipe down small appliances
- Clean all countertops
- Replace kitchen trashcan with bag
- Sweep/vacuum and mop kitchen floor

BALCONIES/PATIO

- Wipe down table tops and spot check chairs
- Sweep (free of sand)
- Clean interior and exterior patio door

MISCELLANEOUS

- Win-San Units: return linens to Win-San linen closet within 48 hours of clean. Please notify HKCM of return
- Linens taken to the laundromat from units other than Win-San or a house must be returned same day prior to guests arriving
- Please report any necessary findings to the NSBRT Office Managers

NSB REALTY TEAM