



Ventumm Cleaning

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CHECKLIST

AIRBNB TURNOVER · STANDARD · V4

Property – Date **21 May 2026** Cleaner –

Scope clause (Terms & Conditions - Section 1): Services will be executed strictly following Ventumm Cleaning's Standard Airbnb Checklist. Any task or area not explicitly listed in this checklist is considered outside the scope of work unless agreed upon in writing prior to the service.

Bedrooms

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- Strip all used linen (sheets, pillowcases) and check for permanent stains
- Inspect mattress protector – vacuum surface and check for stains or damage
 - Document with photo if stained – required for any damage claim
- Make beds following standard 3x Sheets and 4x Pillowcases rule – hospital corners tight and neat
- Test all light bulbs – notify client if any need replacing
 - A dark room = guaranteed negative review
- Test bedroom air conditioning unit – confirm it powers on and cools correctly
- Open and close all blinds and curtains – leave in standard position for guest arrival
- Dust and wipe all surfaces: bedside tables, bed heads, and lamps
- Clean inside and outside of wardrobes/mirrors – ensure extra blankets and pillows are folded neatly
- Check under the bed and inside drawers for items left behind by guests
 - Log in Lost & Found if applicable
- Vacuum carpets/floors and mop (if hard flooring)



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- Scrub and sanitize the toilet — inside, outside, base, and behind
 - Clean and polish shower glass, tiles, showerhead, and bathtub — zero hair or soap scum
 - Clear shower drain of any hair or blockage
 - A blocked drain causes odour and immediate review complaints
 - Test exhaust fan — confirm it is working and odour-free
 - A broken exhaust fan causes humidity build-up and musty smell
 - Check and replace air freshener if empty or stale
 - Wipe down vanity, sink, tapware, and clean mirror to a spotless finish
 - Restock toiletries according to property size
 - 1-Bed: 2× Body Wash · 1× Shampoo · 1× Conditioner
 - 2-Bed: 4× Body Wash · 2× Shampoo · 2× Conditioner
 - 3-Bed: 6× Body Wash · 3× Shampoo · 3× Conditioner
 - Restock 2× toilet paper rolls per bathroom and 1× full hand wash refill
 - Hang fresh towels
 - 2× Bath Towels per bed capacity · 1× Hand Towel · 1× Bath Mat (floor towel)
 - Empty and sanitize rubbish bin — replace with fresh liner
 - Mop floors and wipe down skirting boards

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- Wash, dry, and put away any remaining dishes — or load and start the dishwasher
 - Confirm dishwasher is empty and clean for the next guest
 - Clean inside and outside of the microwave
 - Clean oven

 - Wipe down stovetop, rangehood exterior — grease-free
 - Check and degrease rangehood filter if accessible
 - Empty fridge/freezer of any perishable food left by guests — wipe down shelves
 - Wipe down all countertops, splashbacks, and small appliances (kettle, toaster)
 - Restock Kitchen Essentials Starter Kit
 - 2× Milk portions · 6× Coffee portions · 6× Sugar sticks
 - 3× Salt sachets · 3× Pepper sachets
 - 3× Dishwashing sachets · 3× Laundry soap sachets
 - Wipe down dining table and align chairs neatly
 - Empty kitchen bin, spray with disinfectant, and put a fresh liner
 - Vacuum and mop floors



- Dust all flat surfaces, entertainment units, coffee tables, and windowsills
- Wipe all light switches and door handles with disinfectant
 - Highest-touch surfaces in any property – guests notice these post-COVID
- Vacuum the sofa – remove cushions to check for crumbs or coins, arrange cushions neatly
- Clean glass sliding doors and high-touch tracks – free of fingerprints
- Check that TV remotes are visible, functional, and placed on the coffee table or TV unit
- Test WiFi connection – confirm network name and password are visible for guests
 - WiFi issues are among the most-reported problems in Airbnb stays
- Reset smart TV / Apple TV to home screen – ensure no previous guest account is logged in
- Check for general wear and tear or visible damage to walls and furniture
 - Document with photo if found
- Vacuum all rugs and mop hard floors

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- Check all taps for dripping or leaks — do not attempt repairs; report to host immediately
→ Log in maintenance notes with details and photo
 - Submit maintenance note to host for any broken, damaged, or non-functional items found
→ This separates a professional service from a basic one – always report, never ignore
 - Confirm emergency keys or spare keys are in their designated location
 - Turn off all lights, heating/air conditioning units, and appliances
 - Check that balcony/patio area is tidy and outdoor furniture is aligned
 - Take timestamped completion photos of every room
→ Crucial for 24-hour damage protection – upload to job report before leaving
 - Lock all windows and exterior doors securely
 - Return keys to lockbox/smart lock and double-check it is securely locked before leaving the premises