

Is your Airbnb listing ready?



This checklist of reminders can help you prep your space for guests.

For all stays

All rooms:

- All [required cleaning](#) is done
- Lock box or door code is changed
- Safety items are present and working or full, including:
 - Smoke alarm
 - Carbon monoxide alarm
 - Fire extinguisher
 - First-aid kit
- Furnishings are checked for damage—and repaired or replaced
- Laundry machines are clean, and lint traps emptied
- All batteries are recharged (and extras made available)
- Host's personal belongings are out of sight

Bedrooms:

- All beds have at least 1 pillow per guest
- Extra linens are available for all beds
- Guests have a place to put luggage, clothes, or other items

Bathrooms:

- Shower shelves and caddies are free of soap scum or rust
- All towels, including spares, have been laundered
- Other bathroom items are available for guest use, including:
 - Toilet paper
 - Soap
 - Shampoo
 - Conditioner
 - Hair dryer

Kitchen:

- All items are clean and available for guest use, including:
 - Cookware and utensils
 - Plates, bowls, glasses, mugs, and flatware
 - Salt, pepper, and cooking oil
 - Coffee/tea and coffee maker or tea kettle
 - Dish towels, cloths or sponges, and soap
- Any food or beverages left by the previous guest are removed

Home office:

- Wifi connection is working, with password and reset instructions by router
- Computer monitor, printer, and cords are present and functioning
- TV remotes and other controls are easy to find
- All devices are logged out of personal accounts (Host or previous guest)
- Clocks are set to the accurate local time

Outdoor areas:

- Porch and other lighting illuminates pathways
- Patio furniture is free of rust, dirt, and cobwebs
- Grill is clean and stocked with gas or charcoal
- Pool or jacuzzi is ready to use
- Seasonal gear is clean and easy to access, including:
 - Doormats at entrances
 - Snow shovel
 - Umbrella stand

For longer stays and routine maintenance



- [Cleaning supplies](#) are available, plus a mop, broom, and dustpan

- Household systems are running efficiently, including:
 - Smart lock (fully charged, with a hide-a-key backup)
 - Heating and cooling, thermostat, and air filters
 - Cable TV, internet, and wifi
 - Plumbing (all drains and toilets)
 - Alarms and security devices
 - Pool or jacuzzi filter and heater
 - Garden sprinklers and timers

- All appliances are clean and functioning, with no missing or damaged parts, including:
 - Oven, stovetop, and range hood and filter
 - Microwave
 - Dishwasher
 - Refrigerator, freezer, and ice trays
 - Washer and dryer
 - Water heater
 - Fireplace, with poker and spade
 - Ceiling and bathroom fans
 - Garage door opener

- Service schedules are up to date, as well as any info about optional services you offer or recommend in your [guidebook](#), including:
 - Garbage and recycling collection
 - Street cleaning
 - Gardeners
 - Mail (paused if you don't live on-site)
 - Fridge restocking
 - Office supply restocking, such as printer ink and paper
 - Laundry services and dry cleaning
 - Babysitting
 - Pet-sitting