Is your Airbnb listing ready?



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

For all stays

All rooms:

- □ All <u>required cleaning</u> is done
- $\hfill\square$ 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
- $\hfill\square$ Laundry machines are clean, and lint traps emptied
- All batteries are recharged (and extras made available)
- $\hfill\square$ Host's personal belongings are out of sight

Bedrooms:

- \Box All beds have at least 1 pillow per guest
- \Box 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
- $\hfill \ensuremath{\square}$ 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:
 - \Box Cookware and utensils
 - □ Plates, bowls, glasses, mugs, and flatware
 - $\hfill\square$ Salt, pepper, and cooking oil
 - $\hfill\square$ Coffee/tea and coffee maker or tea kettle
 - $\hfill\square$ Dish towels, cloths or sponges, and soap
- □ Any food or beverages left by the previous guest are removed

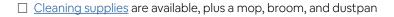
Home office:

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

Outdoor areas:

- \square Porch and other lighting illuminates pathways
- □ Patio furniture is free of rust, dirt, and cobwebs
- \Box 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
 - $\hfill\square$ Snow shovel
 - Umbrella stand

For longer stays and routine maintenance



- □ Household systems are running efficiently, including:
 - □ Smart lock (fully charged, with a hide-a-key backup)
 - $\hfill\square$ Heating and cooling, thermostat, and air filters
 - $\hfill\square$ Cable TV, internet, and wifi
 - □ Plumbing (all drains and toilets)
 - $\hfill\square$ Alarms and security devices
 - $\hfill\square$ Pool or jacuzzi filter and heater
 - \Box Garden sprinklers and timers
- □ All appliances are clean and functioning, with no missing or
 - damaged parts, including:
 - $\hfill\square$ Oven, stovetop, and range hood and filter
 - □ Microwave
 - □ Dishwasher
 - $\hfill\square$ Refrigerator, freezer, and ice trays
 - $\hfill\square$ Washer and dryer
 - □ Water heater
 - $\hfill\square$ Fireplace, with poker and spade
 - \Box 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 <u>guidebook</u>, including:
 - $\hfill\square$ Garbage and recycling collection
 - □ Street cleaning
 - □ Gardeners
 - \Box 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