

Checklist for cleaning the accommodation

As a matter of principle, check all technical devices as well as light bulbs/lamps for proper functioning, replace batteries if necessary or provide new ones.

Bedroom

Cleaning:

- ☐ Vacuum and mop the floor (especially under bed and other furniture)
- ☐ dust off night table and night lamp
- ☐ Change bed sheets and covers
- ☐ Dust off decorations
- ☐ Clean radiators
- ☐ periodically clean the mattress protector
- ☐ Clean and wipe out all cabinets
- ☐ If necessary, check chair/ armchair or other furniture
- ☐ Possibly dust off television
- ☐

Kitchen

Cleaning:

- ☐ Clean tables, chairs, countertops, wall cabinets
- ☐ Clean and disinfect sinks
- ☐ Check and clean the stove and oven
- ☐ Scrub oven racks and baking trays
- ☐ Empty and clean the refrigerator
- ☐ Vacuum and mop the floor
- ☐ Clean household appliances (kettle, teapot, coffee maker, microwave, toaster etc.)
- ☐ Check if the crockery, cutlery, pots, pans and glasses are clean
- ☐ Empty the waste bin
- ☐ Replace tablecloth if necessary
- ☐ Wash or replace seat cushion covers
- ☐ If there is a dishwasher, empty and clean it.
- ☐

Replenish (if no longer sufficient/no longer usable):

- ☐ Coffee filters possibly a package
- ☐ Coffee and Sugar
- ☐ Salt, pepper and possibly some more spices
- ☐ Washing-up liquid, detergent, liquid hand soap
- ☐ Dishwasher salt, dishwasher liquid, dishwasher tabs
- ☐ New kitchen paper
- ☐ New sponges, rags and tea towels
- ☐ Change waste bags/ provide new ones
- ☐

Bathroom

Cleaning:

- ☐ Clean shower/bathtub
- ☐ Clean and disinfect toilet
- ☐ Wipe and disinfect washbasin
- ☐ Vacuum and mop the floor
- ☐ Polish mirrors
- ☐ Change shower mat
- ☐ Two bath towels and two hand towels per guest (if you provide towels)
- ☐ Empty cosmetics bin
- ☐ Dust off shelves and storage

Replenish (if no longer sufficient/no longer usable):

- ☐ Toilet paper
- ☐ Hand soap
- ☐ Cosmetic bags
- ☐ Replace toilet brush if necessary
- ☐

Corridor

Cleaning:

- ☐ Knock out the doormat
- ☐ Vacuum and mop the floor
- ☐ E.g. clean mirrors
- ☐ Wipe down wardrobe
- ☐

If needed, less frequent work – think of regular intervals

- ☐ Wipe windows and window sills
- ☐ Wash curtains
- ☐ Check the roller shutters
- ☐ Intensive cleaning of couch and carpet
- ☐ Use drain cleaner
- ☐ Decalcify the shower head or replace it if the need arises
- ☐ Oil door hinges if they squeak
- ☐ Wash mattress protector
- ☐ Wash or renew shower curtain
- ☐ Descale appliances (dishwasher/washing machine, kettle)
- ☐ Special floor care
- ☐ Check crockery stock and replenish if necessary
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐