**EVOLVE SEMI-ANNUAL**

**DEEP CLEAN & INSPECTION CHECKLIST**

Date of Service:



Please enter the date of service in the box at the top of the checklist. As you perform the deep clean, go down the column and initial the appropriate box when each task is complete.

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| **THROUGHOUT THE HOUSE** | INITIAL | COMMENTS |
| Replace all batteries in battery-operated items *(TV remotes, garage remotes, smoke detectors, alarm clocks, flashlights, etc.)* |  |  |
| Ensure all audio and visual equipment is working properly: adjust picture on TVs, check speakers, and ensure all radios/alarm clocks are functioning |  |  |
| Ensure all clocks are set to the correct time *(wall, clocks, alarm clocks, microwaves, DVD players, etc.)* |  |  |
| Inspect and clean fireplaces and chimneys |  |  |
| Wash and press or dry clean all curtains throughout the house |  |  |
| All windows should be cleaned inside and out as well as their hardware and tracks |  |  |
| Shampoo and clean all carpets, moving furniture to cover every section of carpet |  |  |
| Evaluate stone floors to determine if they need to be resealed |  |  |
| Treat all hardwood floors |  |  |
| Clean, repair, and perform paint touch up all baseboards and walls |  |  |
| Clean all light switches and the wall area around them |  |  |
| Clean and polish door knobs |  |  |
| Inspect and tighten all cabinet and drawer handles *(closets, kitchen drawers and cabinets, bathroom drawers and cabinets, bedroom dresser, etc.)* |  |  |
| Dust and vacuum ceilings removing cobwebs |  |  |

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| Dust all ceiling light fixtures and fans, replacing light bulbs as needed |  |  |
| High and Low Dusting of the entire home (floor fans, ledges, plants, shelves, knick-knacks |  |  |
| Apply treatment to all leather furniture |  |  |
| Steam clean all fabric furniture |  |  |
| Wipe down and sanitize phones |  |  |
| **Additional Items** | | |
| Inspect humidifiers and replace filters |  |  |
| Ensure all floor fans are free of dust and functioning |  |  |
| Make sure all books, DVD’s, and board games are in good condition and not missing pieces |  |  |
| Clean and sanitize all baby items and inspect for proper functioning, replace any damaged items that may be unsafe for use |  |  |

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| **KITCHEN** | INITIAL | COMMENTS |
| **Refrigerator** | | |
| Clean behind and under refrigerator and clean out refrigerator vents |  |  |
| Replace water filter in fridge *(and replace water pitcher filters like Brita filters if you use them)* |  |  |
| Thoroughly wipe down interior, cleaning all corners and drawers |  |  |
| Wash or replace ice trays |  |  |
| Polish all faucets *(showers, sinks, bathtubs)* |  |  |
| Remove hard water buildup from faucets *(using CLR or Lime-A-Way)* |  |  |
| Inspect all sinks and drains for proper water drainage, snaking drains if necessary |  |  |

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| **Sink** | | |
| Inspect all drains for proper water drainage, snaking drains if necessary |  |  |
| Ensure garbage disposal is working properly |  |  |
| Inspect faucets and plumbing for water pressure, replace fixtures that are worn or loose |  |  |
| **Oven** | | |
| Set oven to self-clean |  |  |
| Pull out oven to clean behind and under |  |  |
| Wipe down inside of oven after self-clean is done |  |  |
| Clean outside of oven and exhaust hood |  |  |
| Wipe down any storage drawers of the oven |  |  |
| **Small Appliances** | | |
| Pull out and clean behind and underneath all items and appliances on counter |  |  |
| Polish and clean all small appliances |  |  |
| Perform routine flush out of coffee makers |  |  |
| Remove all crumbs and thoroughly clean toaster oven |  |  |
| Clean out microwave |  |  |
| **Surfaces** | | |
| Wipe down all cabinets, drawers, shelves (pull everything out and clean) |  |  |
| Wipe down all walls, as they can become greasy over time |  |  |
| Wipe down all tile surfaces (like backsplashes) |  |  |
| Clean all countertops and their ledges |  |  |
| Sanitize trash cans |  |  |
| **Kitchen Utensils** | | |
| Sharpen Knives |  |  |
| Wash or replace placemats |  |  |
| Replace cutting boards if necessary |  |  |
| Inspect all kitchen utensils and replace if needed (corkscrews, can openers, etc.) |  |  |

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| **BATHROOMS** | INITIAL | COMMENTS |
| Clean exhaust fan covers and clean out/vacuum ceiling vents |  |  |
| Dust and polish all light fixtures |  |  |
| Clean shower drain covers |  |  |
| Wash or replace shower curtains |  |  |
| Deep clean of all surfaces |  |  |
| Clean rubber stripping on shower doors and replace if needed |  |  |
| Polish all faucets *(showers, sinks, bathtubs)* |  |  |
| Remove hard water buildup from faucets *(using CLR or Lime-A-Way)* |  |  |
| Inspect all drains for proper water drainage, snaking drains if necessary |  |  |
| Inspect faucets and plumbing for water pressure, replace fixtures that are worn or loose |  |  |
| Sanitize all trash cans |  |  |

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| **BEDDING, LINENS & TOWELS** | INITIAL | COMMENTS |
| Perform a linen and towel inventory - assure you have at least 2 full sets for each bathroom *(one set ready for the guest, and the other set stored away)* |  |  |
| Inspect linen quality – assure there are no holes and fabric is in good condition |  |  |
| Have comforters, blankets, and duvets professionally dry cleaned |  |  |
| Extra storage bags for pillows and blankets |  |  |
| Wash pillow protectors |  |  |
| Wash pillows |  |  |
| Wash mattress covers |  |  |
| Rotate and flip all mattresses |  |  |

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| **OPERATING SUPPLIES & EQUIPMENT** | INITIAL | | | COMMENTS |
| **Restocking** | | | | |
| Using “Evolve’s Home Stocking Checklist,” take inventory and replace all missing items |  | | |  |
| Restock consumables, buying in bulk if possible |  | | |  |
| **Safety Items** | | | | |
| Inspect all fire extinguishers and replace if they are expired |  | | |  |
| Replace batteries in smoke and carbon monoxide detectors and test |  | | |  |
| Ensure the first aid kit is fully stocked – replace if needed |  | | |  |
| **Guest Book / Guest Welcome Sheet** | | | | |
| Ensure all information is accurate and up to date |  | | |  |
| Update with answers to frequently asked questions by guests |  | | |  |
| **Major Mechanical Systems *(AC, Boilers, Etc.)*** | | | | |
| Change filters for your furnace, air conditioner, dryer, and ventilation systems | |  |  | |
| Inspect all systems to ensure they are in good condition for the next season | |  |  | |

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| **EXTERIOR MAINTENANCE** | INITIAL | COMMENTS |
| Inspect patio furniture - repair, touch up or replace if necessary |  |  |
| Pressure wash decks, driveways, and walkways |  |  |
| Clean outdoor light fixtures and replace bulbs |  |  |
| Restain wood if necessary |  |  |
| Clean out gutters and downspouts |  |  |
| Inspect the roof and make any necessary repairs |  |  |
| Check your sprinkler system and winterize / blow out for the winter months |  |  |
| Aerate your lawn if necessary and re-mulch where needed |  |  |
| Trim trees and bushes away from the home to ensure they’re compliant with fire standards |  |  |
| Clean and sanitize outdoor trash and recycling containers |  |  |
| If you have a pool and / or hot tub, perform regular maintenance and test hot tub functionality |  |  |
| Have the home inspected for pest issues and treat as necessary to mitigate problems |  |  |

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| Vacation Rental Checklists Courtesy Of:    [www.EvolveVacationRental.com](http://www.evolvevacationrental.com) | 877.818.1014 |