COASTAL CLEANING
SOLUTIONS OF NWF, LLC

TURNOVER & RESTOCKING CHECKLIST

Property / Unit: _____ **Date of Service:** _____

Contact Person: _____

INITIAL TURNOVER & LAUNDRY

- ☐ Strip all used beds; gather dirty linens & towels.
- ☐ Start 1st load of laundry / swap linens immediately.
- ☐ Check dishwasher; run or professionally put away clean dishes.
- ☐ Remake all beds professionally with fresh, crisp linens.

EXTERIOR & AMENITIES

- ☐ Check pool & spa condition (water clarity, debris level).
- ☐ Inspect grill(s); clean thoroughly if used & note condition.
- ☐ Tidy patio, pool & spa areas (arrange chairs, tables, toys).

COMPREHENSIVE DUSTING

- ☐ All flat surfaces, tabletops, and bedroom furniture.
- ☐ Window sills, blinds, and tracks.
- ☐ Ceiling fans (blades and housing) and light fixtures.
- ☐ Interior decor items, picture frames, and wall art.
- ☐ Top of the refrigerator.

FLOOR CARE & UPHOLSTERY

- ☐ Sweep/vacuum all floors (under beds, sofas, chairs, tables).
- ☐ Mop all hard flooring surfaces thoroughly.
- ☐ Vacuum and arrange sofa cushions & accent pillows neatly.
- ☐ Inspect pull-out sleeper sofas (ensure clean & debris-free).

SANITIZATION & WIPE DOWN

- ☐ Kitchen countertops, backsplashes, and dining tables.
- ☐ Stove, stovetop, and oven exterior.
- ☐ Microwave interior and exterior completely.
- ☐ Refrigerator and freezer interiors (remove leftovers).
- ☐ Polish stainless steel appliances (streak-free).
- ☐ Kitchen sink, faucet, and surrounding backsplash area.
- ☐ Wall and floor area surrounding kitchen garbage can.
- ☐ Bathroom counters (double-check sinks for stray hair).
- ☐ Showers and tubs (scour and ensure hair-free finish).
- ☐ Toilets sanitized (check base and behind for hair/debris).
- ☐ Wipe towel holders, hooks, and toilet paper hardware.
- ☐ Living room surfaces, coffee tables, and media consoles.
- ☐ Televisions (dust screen and wipe bezel carefully).
- ☐ All mirrors and decorative glass panels (streak-free).
- ☐ Front door and back door window glass cleaned.

GUEST AMENITIES RESTOCKING

- ☐ Paper towels (1 full roll on holder).
- ☐ Toilet paper (minimum of 2 rolls per bathroom).
- ☐ Laundry detergent & dishwashing detergent.
- ☐ Dawn dishwashing liquid & fresh kitchen sponge.
- ☐ Hand soap replenished at all sinks.
- ☐ Shower amenities: shampoo, conditioner & body wash.
- ☐ Trash bags (min. 2 large bags & 2 small liners left).
- ☐ All linens washed, dried, folded, and restocked.

MAINTENANCE NOTES / SPECIAL OBSERVATIONS