

## Guest Arrival Cleaning Checklist

Quick and targeted tasks to make guests feel comfortable and welcomed.

### Whole House

- Vacuum floor and tidy surfaces
- Fluff pillows and fold throws
- Hide clutter in baskets or storage
- Light a candle or spray a fresh scent

### Guest Room

- Change bed linens and fluff pillows
- Dust furniture and lamps
- Provide fresh towels
- Add water bottles, snacks, or a welcome note

### Bathrooms

- Scrub toilet, sink, and mirror
- Refill soap, toilet paper, and clean towels
- Empty trash and wipe bin
- Add light scent or candle

### Kitchen

- Wipe counters and clean sink
- Clean backsplash
- Empty dishwasher or dish rack
- Take out the trash
- Set out coffee, tea, or snacks

### Pro Tips

- Consider making coffee before the guest arrives. The smell of coffee is known to make people feel more at home.
- Do a 10-minute walkthrough before they arrive
- Don't forget clean hand towels in shared spaces