

Guest Suite Cleaning Checklist

As per the guest suite rules, the reserving resident will lose the \$200.00 (two hundred dollar) deposit if the suite is not cleaned and tidied according to the *Guest Suite Cleaning Checklist*. The reserving resident must also pay, including staff time, for any cleaning, in addition to forfeiting the deposit.

The reserving resident is responsible for ensuring the suite is vacated by 12:00 (noon) in a clean and tidy state on the last day of the booking by doing the following:

Bathroom

1. Clean shower stall.
2. Clean toilet.
3. Clean sinks, counter top, and mirror.
4. Wash walls of any visible spills.

Bedroom

1. Strip beds, except for mattress and pillow protectors.
2. Dust all furniture.

Kitchen

1. Wash all pots, pans, and dishes, including coffee pot and coffee maker basket.
2. Empty dishwasher of clean dishes.
3. Wash tea/drying towels and dish cloths.
4. Remove all food from the fridge and then wipe out the fridge.
5. Wipe down stove, oven, appliances, counter tops, backsplash, and sink.
6. Wash walls of any visible spills.

Living Room & Dining Room

1. Dust all furniture.
2. Wipe dining table and chairs.
3. Clean any spills.

Floors

1. Wash all tile floors: bathroom and kitchen.
2. Vacuum all carpet.