

QC Checklist

Standard quality-control walkthrough for every short-term rental unit between guest stays.

How to use it

1. Tap the checklist box below, then tap the copy icon that appears in its top-right corner.
2. Paste it into a new note on your phone.
3. Fill in the property and date, then mark every line: ☐ pass · ☐ fail · ☐ missing · N/A.
4. List every ☐ and ☐ under **NOTES & ISSUES**, take a photo of each, and send the note when you're done.

QC CHECKLIST

Property:

Date:

Cleaner:

Mark each line:

☐ pass ☐ fail ☐ missing N/A

1. SAFETY & ACCESS

- ☐ Smoke & CO detectors tested
- ☐ Detector batteries replaced
- ☐ Fire extinguisher present
- ☐ Extinguisher gauge green, in date
- ☐ Smart lock & deadbolts work
- ☐ Window latches work
- ☐ Emergency info & Wi-Fi posted
- ☐ First-aid kit stocked

2. KITCHEN & APPLIANCES

- ☐ Fridge 40°F or below, freezer 0°F
- ☐ Fridge filter clean or replaced
- ☐ Guest food cleared from fridge
- ☐ Stove burners & oven work
- ☐ Microwave works
- ☐ Dishwasher door closes & latches
- ☐ Dishwasher short cycle, no leaks
- ☐ Disposal: no jams or odd noises

- ☐ Coffee maker, toaster, kettle work
- ☐ Dishes & utensils complete

3. HVAC, PLUMBING & ELECTRICAL

- ☐ Heat & A/C work
- ☐ HVAC filter replaced
- ☐ Faucets & showers: no leaks
- ☐ Toilets flush, no leaks
- ☐ All drains run freely
- ☐ Caulk & grout intact (tub, sinks)
- ☐ No leaks under sinks
- ☐ No leaks at water heater
- ☐ Hot water heats up quickly
- ☐ Lights, switches & bulbs work
- ☐ Outlets work

4. FURNITURE, FIXTURES & WALLS

- ☐ Beds, chairs & desks sturdy
- ☐ Counters & desks: no new damage
- ☐ Blinds & curtains work smoothly
- ☐ Walls & doors: no scuffs or holes
- ☐ Door hinge screws tight
- ☐ Door knob screws tight
- ☐ TV, remotes & streaming apps work

5. TEXTILES & LAUNDRY

- ☐ Mattresses: no stains or sagging
- ☐ Mattress protectors on
- ☐ Washer & dryer work
- ☐ Dryer lint trap cleaned
- ☐ Spare towels, sheets, pillowcases

6. CLEANING & SUPPLIES

- ☐ Baseboards & vents dusted
- ☐ Fans, ledges & high spots dusted
- ☐ Behind washer & dryer clean
- ☐ Behind fridge & stove clean
- ☐ No signs of pests
- ☐ Toilet paper & soap restocked
- ☐ Trash bags restocked

7. EXTERIOR

[] Gutters & downspouts clear

[] Walkways, steps & railings safe

[] Outdoor lights work

[] Trash & recycling bins emptied

[] Patio, grill & hot tub clean

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READY FOR NEXT GUEST: YES / NO

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