

SPRING DEEP CLEAN CHECKLIST

Property Address: _____

Unit ID#: _____

Initials Service Performed Inspected By:

Homeowner Services – Check condition of all items.

| | | |
|-------|--------------------------------------------------------------------------------------|-------|
| _____ | Place and clean all patio/deck furniture | _____ |
| _____ | Place BBQ on deck/patio with patio/deck protector | _____ |
| _____ | Store snow shovel(s) and note location | _____ |
| _____ | Sweep garage, decks, patios and porches | _____ |
| _____ | Cobwebs removed. | _____ |
| _____ | Draperies, curtains, mini-blinds cleaned or washed as needed. | _____ |
| _____ | Throw rugs cleaned or replaced as needed. | _____ |
| _____ | Clean vinyl or wood floors and wax if needed. | _____ |
| _____ | Clean interior windows and window tracks as needed. | _____ |
| _____ | Clean woodwork, baseboards, and doors. | _____ |
| _____ | Wash walls as needed. | _____ |
| _____ | Polish all surfaces of furniture. | _____ |
| _____ | All light fixtures removed and cleaned. | _____ |
| _____ | Make sure all lights have proper bulbs | _____ |
| _____ | Move all furniture and clean under as needed. | _____ |
| _____ | Mattress pads cleaned or replaced as needed. | _____ |
| _____ | Blankets cleaned or replace as needed. | _____ |
| _____ | Pillows replaced as needed; pillow protectors cleaned or replaced as needed. | _____ |
| _____ | Bedsreads cleaned or replaced as needed. | _____ |
| _____ | Clean stove and dishwasher. No foil under burners. Replace drip pans/rings as needed | _____ |
| _____ | Defrost refrigerator. Clean inside and out as well as underneath etc. | _____ |
| _____ | Clean all cupboards. <u>Replace shelf paper as needed. Please let us know.</u> | _____ |
| _____ | Clean all drawers and closets. Re-line if required. | _____ |
| _____ | Check condition of kitchen inventory. (pots and pans etc.) Replace if needed. | _____ |
| _____ | Check smoke detector batteries. Owner/LTA inspector to replace if needed. | _____ |
| _____ | Replace signage as needed. Let us know which signs need to be replaced. | _____ |
| _____ | Check shower curtains, replace if needed | _____ |
| _____ | Mark all linens | _____ |
| _____ | Linen closet organized and inventoried | _____ |
| _____ | Complete Minimum Inventory Checklist | _____ |
| _____ | Complete Walk-away Inventory list. | _____ |

Other Services (as needed)

| | | | | |
|-------|---------------------------------|-----------------------------|------------------------------|-------|
| _____ | Carpets need to be cleaned? | <input type="checkbox"/> NO | <input type="checkbox"/> YES | _____ |
| _____ | Upholstery needs to be cleaned? | <input type="checkbox"/> NO | <input type="checkbox"/> YES | _____ |
| _____ | Exterior Windows need cleaning? | <input type="checkbox"/> NO | <input type="checkbox"/> YES | _____ |
| _____ | Yard clean-up needed? | <input type="checkbox"/> NO | <input type="checkbox"/> YES | _____ |

Comments/Suggestions: _____

FOR LTA OFFICE USE: **Revised 4/05**

LTA to perform Owner to perform Reservation Dates: _____

Inspected By: _____ Date: _____

INVENTORY CHECK OUT
WALK AWAY

| UNIT# | ADDRESS: | HOUSEKEEPER | DATE |
|------------------------------|----------|-------------|------|
| DATE INVENTORY CHECKED | | | |
| HOUSEKEEPER'S INITIALS | | | |
| ENTRANCE WAY | | | |
| | | | |
| LIVING ROOM | | | |
| | | | |
| | | | |
| DINING/FAMILY ROOM | | | |
| | | | |
| | | | |
| KITCHEN | | | |
| | | | |
| | | | |
| BEDROOM 1 | | | |
| | | | |
| | | | |
| BEDROOM 2 | | | |
| | | | |
| | | | |
| BEDROOM 3 | | | |
| | | | |
| | | | |
| BEDROOM 4 | | | |
| | | | |
| | | | |
| BATHROOM 1 | | | |
| | | | |
| BATHROOM 2 | | | |
| | | | |
| MISC | | | |
| | | | |
| SNOW SHOVEL | | | |
| HOT TUB CLEAN/TEMP | | | |
| BBQ & AREA CLEAN | | | |
| OUTSIDE GROUNDS/DECKS | | | |

LINEN INVENTORY

UNIT # _____ ADDRESS _____ DATE _____ BY _____

***COLOR CODES: B=BLUE/BR=BROWN/G=GREEN ETC. FL=FLORAL/PR=PRINT/ST=STRIPE

SHEET SETS (WITH PILLOW CASES):

| | BDRM #1 | BDRM #2 | BDRM# 3 | BDRM# 4 | HIDE-A-BED | OTHER | LINEN CLOSET | TOTAL |
|---------------|---------|---------|---------|---------|------------|-------|--------------|-------|
| KING | | | | | | | | |
| QUEEN | | | | | | | | |
| DOUBLE | | | | | | | | |
| TWIN | | | | | | | | |
| PILLOWS | | | | | | | | |
| PROTECTORS | | | | | | | | |
| MATTRESS PADS | | | | | | | | |

BLANKETS (R=REGULAR/E=ELECTRIC)

| | BDRM #1 | BDRM #2 | BDRM# 3 | BDRM# 4 | HIDE-A-BED | OTHER | LINEN CLOSET | TOTAL |
|--------|---------|---------|---------|---------|------------|-------|--------------|-------|
| KING | | | | | | | | |
| QUEEN | | | | | | | | |
| DOUBLE | | | | | | | | |
| TWIN | | | | | | | | |

COMFORTERS (D=DOWN/F=FIBER)

| | BDRM #1 | BDRM #2 | BDRM# 3 | BDRM# 4 | HIDE-A-BED | OTHER | LINEN CLOSET | TOTAL |
|--------|---------|---------|---------|---------|------------|-------|--------------|-------|
| KING | | | | | | | | |
| QUEEN | | | | | | | | |
| DOUBLE | | | | | | | | |
| TWIN | | | | | | | | |

TOWELS

| | BATH #1 | BATH #2 | BATH #3 | BATH #4 | KITCHEN | LINEN CLOSET | TOTAL |
|---------------------|---------|---------|---------|---------|---------|--------------|-------|
| BATH | | | | | | | |
| HAND | | | | | | | |
| WASHCLOTHS | | | | | | | |
| BATH MATS | | | | | | | |
| KITCHEN HAND TOWELS | | | | | | | |
| KITCHEN DISHCLOTHS | | | | | | | |

LTA MINIMUM REQUIRED INVENTORY

Property Address _____ Unit # _____ Date _____

Property Sleeps _____ Persons _____ # of Beds _____ # of Bathrooms _____

Lake Tahoe Accommodations, Inc has adopted certain quality standards to assist in the promotion of your property as a first class rental accommodation in our rental program. In general, your property should be decorated in a warm, comfortable and tasteful manner. Furniture should be sturdy and comfortable as well as in a clean, unworn condition of excellent quality and must be adequate to meet the needs of the number of persons the property will sleep. All carpeting and floor coverings should be clean, unworn and professionally installed. All wood and painted surfaces should be maintained in like-new condition. Window coverings should be clean and functional. In order to maintain our standards of excellence, we require that you comply with the following inventory standards.

BATH LINEN REQUIREMENTS

| <u>ITEMS</u> | <u>REQUIRED</u> | <u>ON-HAND</u> | <u>NEEDED</u> |
|---------------------------------------|-----------------|----------------|---------------|
| Bath Towels (4 per person) | _____ | _____ | _____ |
| Hand Towels (4 per person) | _____ | _____ | _____ |
| Wash Cloths (4 per person) | _____ | _____ | _____ |
| Bathmats (2 per Bathroom) | _____ | _____ | _____ |
| Suction Cup Tub Mats (1 per Bathroom) | _____ | _____ | _____ |

BED LINEN REQUIREMENTS

| <u>ITEMS</u> | <u>REQUIRED</u> | <u>ON-HAND</u> | <u>NEEDED</u> |
|----------------------------------------------|-----------------|----------------|---------------|
| Mattress Pads (1 per Bed) | _____ | _____ | _____ |
| Bed Sheets (2 Sets per Bed) | _____ | _____ | _____ |
| Pillows (1.5 per person/replace every 2 yrs) | _____ | _____ | _____ |
| Pillow Cases (2 per Pillow) | _____ | _____ | _____ |
| Pillow Protectors (1 per Pillow) | _____ | _____ | _____ |

KITCHEN GENERAL REQUIREMENTS:

Clean and easy to maintain tile, vinyl or kitchen quality carpeting. High quality appliances including self-cleaning oven, four burner range, microwave oven and frost free refrigerator. Dishwasher and icemaker are highly recommended.

KITCHEN INVENTORY

| <u>ITEMS</u> | <u>REQUIRED</u> | <u>ON-HAND</u> | <u>NEEDED</u> |
|-------------------------------------------|-----------------|----------------|---------------|
| Cookbook | 1 | _____ | _____ |
| Waste Basket | 1 | _____ | _____ |
| Coaster Set | 1 | _____ | _____ |
| Trivets/Hot Pads (Counter) | 2 | _____ | _____ |
| Pot Holders | 8 | _____ | _____ |
| Kitchen Towels/Dish Cloths | 8 Each | _____ | _____ |
| Table Pad (to protect table) | 1 | _____ | _____ |
| Table Cloths (2)&/or Mats(2 sets of mats) | either/or | _____ | _____ |
| Cutting Board | 1 | _____ | _____ |
| Drain Rack w/Tray | 1 | _____ | _____ |
| Tea Kettle | 1 | _____ | _____ |
| Juice Pitcher | 1 | _____ | _____ |
| Serving Dish & Tray | 1 | _____ | _____ |
| Ice Trays | 3 | _____ | _____ |
| Ice Bucket | 1 | _____ | _____ |
| Salt & Pepper Shakers | 1 Set | _____ | _____ |
| Butter Dish | 1 | _____ | _____ |
| Mixing Bowls (set of 3) | 1 Set | _____ | _____ |
| Measuring Cups | 1 Set | _____ | _____ |
| Measuring Spoons | 1 Set | _____ | _____ |
| Assorted plastic cooking utensils | _____ | _____ | _____ |

KITCHEN INVENTORY CONT.

| <u>ITEMS</u> | <u>REQUIRED</u> | <u>ON-HAND</u> | <u>NEEDED</u> |
|----------------------------------------------|-----------------|----------------|---------------|
| Salad Bowl Set (bowls & utensils) | 1 Set | | |
| Colander/Strainer | 1 | | |
| Cheese Grater | 1 | | |
| Pie Plate | 1 | | |
| Whisk | 1 | | |
| Pastry Brush | 1 | | |
| Tongs | 1 Pair | | |
| Baking Spatula | 3 | | |
| Ladle | 1 | | |
| Vegetable Peeler | 1 | | |
| Wooden Spoon | 1 | | |
| Cork Screw | 1 | | |
| Can Opener | 1 | | |
| Kitchen Knife Set in Block w/Sharpener | 1 Set | | |
| Plates (2 per person) | | | |
| Salad Plates (2 per person) | | | |
| Cereal Bowls (2 per person) | | | |
| Dinner Forks (2 per person) | | | |
| Salad Forks (2 per person) | | | |
| Knives (2 per person) | | | |
| Teaspoons (2 per person) | | | |
| Tablespoons (1 per person) | | | |
| Coffee mugs (1 per person) | | | |
| Water Glasses 12oz (2 per person) | | | |
| Bar Glasses 6oz (2 per person) | | | |
| Wine Glasses (2 per person) | | | |
| Pot & Pan Sets (3 sizes/excellent condition) | 1 Set | | |
| Frying Pan Set (3 in excellent condition) | 1 Set | | |
| Casserole Dish Set (set of 3) | 1 Set | | |
| Roasting Pan | 1 | | |
| Large Spaghetti Pot | 1 | | |
| Cookie Sheet | 1 | | |
| Cake Pans | 2 | | |

KITCHEN APPLIANCES

| <u>ITEMS</u> | <u>REQUIRED</u> | <u>ON-HAND</u> | <u>NEEDED</u> |
|-------------------|-----------------|----------------|---------------|
| Drip Coffee Maker | 1 | | |
| Microwave Oven | 1 | | |
| Electric Mixer | 1 | | |
| Toaster | 1 | | |
| Blender | 1 | | |

LIVING AND DINING ROOM

| <u>ITEMS</u> | <u>ON-HAND</u> | <u>NEEDED</u> |
|------------------------------------------------------|----------------|---------------|
| Sofa and Comfortable Chairs | | |
| Coffee Table and End Tables | | |
| Adequate Reading Lamps | | |
| Wall Decorations | | |
| Dining Room Table and Chairs | | |
| Bar Stools (if applicable) | | |
| TV W/Remote 20" or Larger (W/extended Cable Service) | | |
| DVD and VCR with inexpensive Movie Library | | |
| Stereo W/CD Player | | |
| Games and Books- update old games | | |

BEDROOMS

ITEMS

ON-HAND

NEEDED

| | | |
|------------------------------------------------------------------------------------------------------------|-------|-------|
| King/Queen/Two Twins W/Headboard (Bunks/Doubles discouraged) | _____ | _____ |
| Beds must be box frames on suitable platform | _____ | _____ |
| Mattresses must be of good hotel quality inner spring type, free of holes and stains and in good condition | _____ | _____ |
| Attractive Comforters (in Excellent Condition) | _____ | _____ |
| Blankets: 1 per bed plus 1 extra per bedroom | _____ | _____ |
| Dresser W/at least 4 Drawers (in each Bedroom) | _____ | _____ |
| Night Stands (1/Twin & 2/King & Queen Bedrooms) | _____ | _____ |
| Lamps or Wall Mounted Fixtures (for Reading) | _____ | _____ |
| Check condition of lamp shades | _____ | _____ |
| Luggage Racks (1 per Bedroom) | _____ | _____ |
| Comfortable Chair or Rocker | _____ | _____ |
| Clock radio with alarm (1 per bedroom) | _____ | _____ |
| Decorative Waste Basket (1 per bedroom) | _____ | _____ |
| Plastic Hangers (20 per Closet) | _____ | _____ |

BATHROOMS

ITEMS

ON-HAND

NEEDED

| | | |
|----------------------------------------------------------------|-------|-------|
| All fixtures must be in good repair NOT chipped or cracked | _____ | _____ |
| Fixtures must be re-caulked as necessary | _____ | _____ |
| Glass Shower Doors (preferred) or High Quality Shower Curtain | _____ | _____ |
| Built-in Hair Dryer (highly recommended) or portable available | _____ | _____ |
| Toilet Plunger (1 per Bathroom) | _____ | _____ |
| Toilet Brush (1 per Bathroom) | _____ | _____ |

MISCELLANEOUS REQUIREMENTS

ITEMS

REQUIRED

ON-HAND

NEEDED

| | | | |
|---------------------------------------------------------|----------------------------|-------|-------|
| Washer & Dryer | _____ 1 _____ | _____ | _____ |
| Bar-B-Que | _____ 1 _____ | _____ | _____ |
| Bar-B-Que Utencils | _____ 1 Set _____ | _____ | _____ |
| Fire Extinguisher (mounted) | _____ 1 _____ | _____ | _____ |
| Smoke Detector (1 per Bedroom & Hallway) | _____ | _____ | _____ |
| Mop in good condition | _____ 1 _____ | _____ | _____ |
| Broom | _____ 1 _____ | _____ | _____ |
| Dust Pan | _____ 1 _____ | _____ | _____ |
| Garage Push Broom (if applicable) | _____ 1 _____ | _____ | _____ |
| Snow Shovel | _____ 1 _____ | _____ | _____ |
| 32 Gallon Plastic Garbage Can W/Lid | _____ min of 2 _____ | _____ | _____ |
| Deck/Patio Furniture (if applicable) | _____ 1 Set _____ | _____ | _____ |
| Iron | _____ 1 _____ | _____ | _____ |
| Ironing Board/Cover | _____ 1 _____ | _____ | _____ |
| Vacuum Cleaner w/bags (for Guest Use) | _____ 1 _____ | _____ | _____ |
| Fireplace and woodstove tools in good working condition | _____ 1 Set _____ | _____ | _____ |
| Fire retardant/proof rug for fireplace | _____ 1 per FP _____ | _____ | _____ |
| Emergency Light Kit (Candles,matches,Flashlight) | _____ 1 _____ | _____ | _____ |
| Fan (at least 1 portable fan) | _____ 1 _____ | _____ | _____ |
| Wall Clock | _____ 1 _____ | _____ | _____ |
| Exterior door mat good condition | _____ 1 per ext door _____ | _____ | _____ |
| Ash Trays (Smoking Unit Only) | _____ 3 _____ | _____ | _____ |