

Lifewater Ranch Indoor check list

This document assumes we have a back-back guest situation where I need to hire a crew to prepare the house in 4 hours. Check-out time is 12 noon and Check-in time is 4pm.

Odds are very good that the guests leaving will leave earlier than noon and the guests arriving will arrive after 4pm but you never know.

The numbered paragraphs can all be done in parallel. The lettered paragraphs within each numbered paragraph would be done sequentially and are ordered by importance. This way you can split up the numbered jobs between crew members.

The crew leader needs to spot check items.

There are two crew leaders. 1 for outside items and 1 for inside items.

The numbered items are in order of importance.

Inside Areas

1. Kitchen
 - a. If it needs it, clean the stove and oven by putting the stove parts into the oven and using the self-clean feature of the oven to clean both. It works best if you scrub dirty stove parts with soap and water first. If the oven parts are not very bad you can just scrub them with baking soda. The self-clean cycle takes 5 hours so this needs to be done ASAP and when the guests arrive you can take out the oven parts, wipe them off and put back in place.
 - b. Put all dirty dishes into the dishwasher and wash them. If there are just a few, wash by hand. Check the dishwasher for dishes left there by guests. This includes the washable plastic parts of the dish drainer.
 - c. If needed, scrub the foot mat in front of the sink with cleanser and let dry outside.
 - d. Inspect all cabinets and drawers. Place misplaced items where they go. You can consult the inventory pictures to jog your memory. Note any missing or damaged items.
 - e. Wipe down all counters, window sills, top of fridge and cabinets.
 - f. Ensure the wok and griddle is where they go on top of the cabinet over the micro-wave.
 - g. Clean the micro-wave oven if needed.
 - h. Sweep and mop the kitchen and dining room floors.
 - i. Clear out any food in the freezer or fridge and put into the fridge/freezer in the shop. Leave basic condiments only.
 - j. Wipe down or wash the fridge and freezer including drawers as needed.
 - k. Check that coffee maker is clean and put away.

- I. Empty the compost bucket located at the left of the sink into the compost pile out in the garden.
2. Laundry
 - a. Gather all used bedding and towels from all the bathrooms and bedrooms.
 - b. Wash all linens and towels in COLD water. Start this right away as it may take as many as 4 loads to do everything so the dryer needs to be running continuously.
 - c. Place clean linens into appropriate bedrooms or in linen closets. The upstairs linen closet just holds twin bedding. The MB dresser holds Cal-King sized bedding and the downstairs linen closet holds King sized bedding and any extra twin or queen bedding.
 - d. Wipe down counters, ensure chest freezer hasn't been robbed, check paper products for restocking, sweep and mop floor.
3. Beds
 - a. As soon as bedding is done, make each bed that was slept in.
4. Bathrooms:
 - a. Clean toilets. Use pumice stone for rings. Wipe down all toilet surfaces.
 - b. Check TP – the basket on toilet should have a second roll and there should be at least 3 rolls under the sinks.
 - c. Clean tub/shower.
 - d. Ensure there is sufficient hand cleaner, soap, shampoo, and body wash in each bathroom.
 - e. Wipe down counters.
 - f. Windows should be closed and sills wiped.
 - g. Mop or sweep floors if needed.
 - h. Wash shower curtains if needed.
 - i. Scrub tub walls and ceilings as needed.
 - j. Ensure non-private drawers are empty.
 - k. Ensure private stuff in private areas is all there.
5. Indoor Watering:
 - a. Water all plants including herbs in kitchen and plants over cupboards in Kitchen.
 - i. Use the water cup on a stick stored in the broom closet.
 - ii. Watering normally happens weekly on Tuesdays when no guests are present. If the guest is not staying over a week, and the plants look fine, skip watering.
 - b. Pull off any babies from the spider plants.
6. Vacuuming:
 - a. This should be done near last.
 - b. Vacuum all floors and window sills of bugs and dirt.
 - c. Dust all horizontal surfaces
 - d. Wipe off outside tables
7. Window washing

- a. Washing tools are in the broom closet in the laundry room and the window cleaner is in the cleaners cabinet left of the broom closet.
 - b. Ladders are located on the north side of the shop.
 - c. The upper 3 windows in the living room are the hardest to do but tend to make the most important impression. Clean both inside and outside if it needs it. This can be done by either team, inside and or outside both.
8. Dump all Trash cans into outer trash cans. Do this before the outdoor crew dumps the outdoor cans.