

Cleaning Procedures for the Lahaina Gatehouse

1. Follow COVID-19 cleaning procedures to disinfect all surfaces, remotes, doorknobs, etc.
2. Clean home on the day guests depart so it's available for last minute bookings
3. Note any damage to property and text Troy @ 619-804-3028 with pictures. Common things to look out for:
 - a. Broken AC timers that won't turn on or off
 - b. AC won't come because door / window sensors batteries dead
 - c. Rat dropping, or signs of bugs
 - d. Water damage: Sinks, AC leaks, etc.
 - e. Bathroom Window crank. This one breaks often when they don't open the window lock first, and then the window won't close. You will see it open and not be able to close it.
 - f. Missing gate remotes.
4. Supplies provided for each new guest:
 - a. Full roll of paper towels in Kitchen
 - b. Napkins
 - c. Dish Soap
 - d. Automatic dishwasher soap for several loads
 - e. Laundry soap for several loads
 - f. Kitchen trash bags, several at bottom of basket
 - g. Toilet Paper
 - h. Liquid body soap for showers
 - i. Hand Soap in every bathroom and kitchen
 - j. Kleenex Tissues in bathrooms and kitchen
 - k. Kitchen sponge
 - l. Pot Scrubber brush
5. Unopened food, drinks, fruit etc. should be left for the next guests.
6. Outside area:
 - a. Clean BBQ
 - b. Straighten up pool area
 - c. Clean patio furniture tables.
 - d. Straighten and organize outside areas
7. Finishing touches:
 - a. Turn off all fans, lights, and AC.
 - b. Put gate clickers in the basket near the front door
 - c. Open all blinds
 - d. Optional if you have time: Collect some plumeria flowers and put them in the bedrooms and bathrooms when guests are scheduled to arrive

- e. Turn on ACs if guests are scheduled to arrive that day.
8. We just got the kitchen cabinets refinished. Please note the cleaning procedures left by the cabinet installer. Use only wood polish located above the washer / dryer on the cabinets.

General Information:

1. Turn the AC on when you get here so you can work comfortably
2. Owner's close combo 5-7-17. Use our supplies as we buy them in bulk.
3. The key to the maid closet is hanging in the owner's closet. Feel free to use the extra linens as you need them.
4. Save left over unopened food and drinks for next guests unless you need the food to feed your families.

Deep Cleaning Procedures

1. Clean refer
2. Clean all drawers: kitchen, bathrooms, bedrooms
3. Stove
4. Windows inside and out, remove screens and clean all window seals
5. Fans
6. Front Door
7. Scrub water spots and dirt around faucets in the kitchen sink, bathroom sinks and tubs and showers.