



L'ABODE  
ACCOMMODATION  
SPECIALISTS

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# CHECK IT OFF

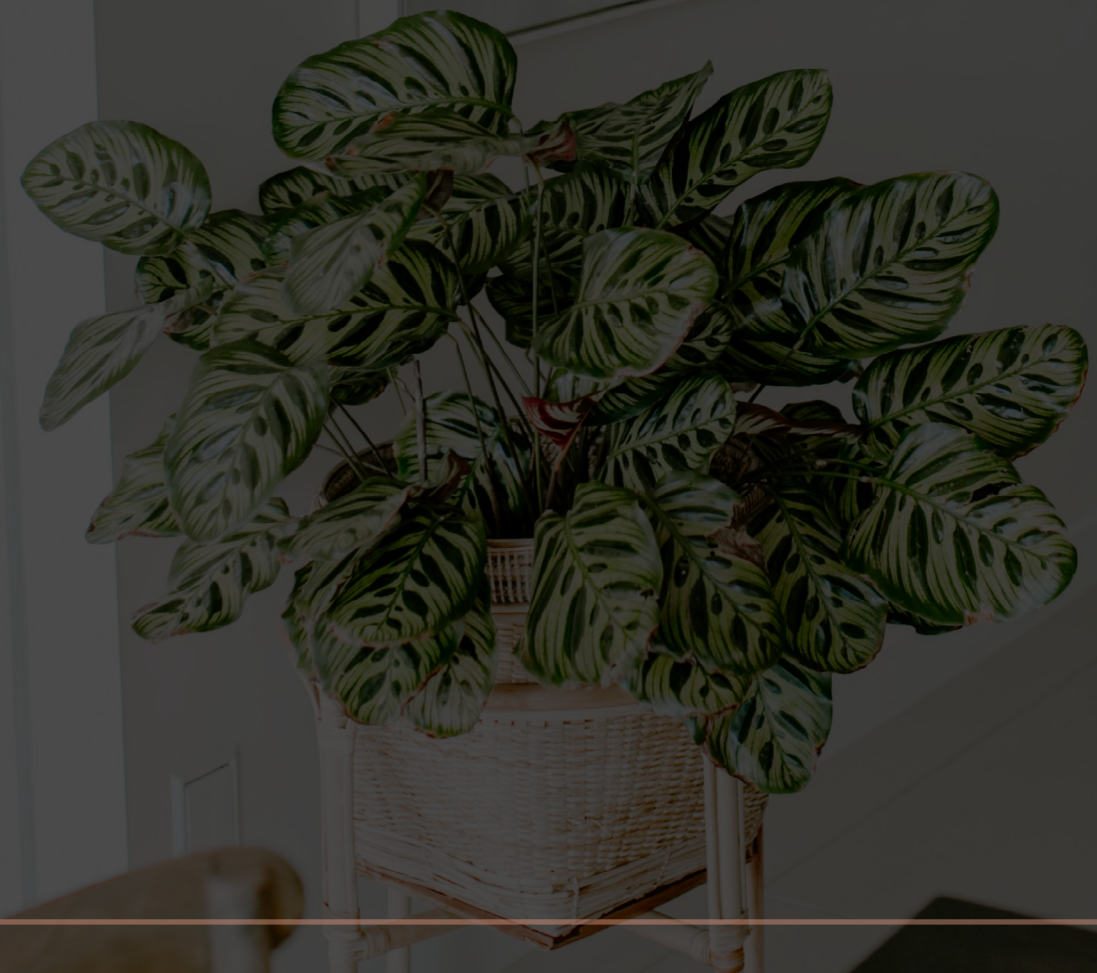
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L'ABODE  
CHECK  
IT OFF

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There's no need to feel like a deer caught in the headlights. Check it off and feel as prepped as Prancer.



## GENERAL

- Remove any personal pictures / photos and frames from around your home
- Place felt pads under all furniture legs to ensure floor is protected and avoid scratching
- Provide spare light bulbs and batteries



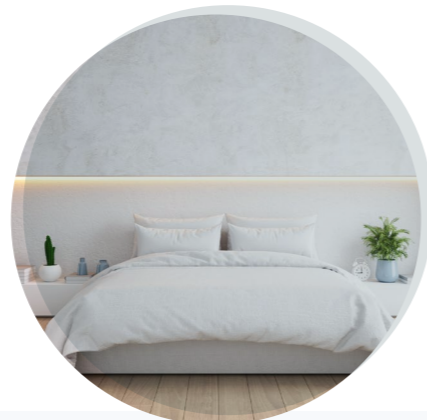
## BEDROOMS

- Clear at least half a robe per bedroom
- If you have an open wardrobe, you must remove all clothing and items. If you have ability to lock your cupboards, you can keep your belongings there but it must be locked
- Clear the tops and drawers of all bedside tables
- Leave out clean mattress protectors, doonas, doona protectors, extra blankets and pillows for each bed (You must replace any stained items. If there are any stained, worn or not hygiene compliant items these will be replaced during the clean and charged to your account + short notice handling fee)
- Lock up your linen cupboard to prevent your personal linen going missing or getting used
- Any beds with wheels, place castor cups on the wheels to avoid rolling around



## QUEEN SIZE BEDROOM

- 1 Queen size bed head
- 1 Queen size bed mattress with ensemble mattress or base
- 1 Queen size mattress protector
- 4 pillows and 4 pillow protectors



- 1 King size doona
- 1 King size doona protector
- 2 Coloured cushions to dress bed with
- 2 Bedside table and lamp
- Coat hangers
- 1 Waste paper bin
- Prints / artwork
- 1 Throw rug
- 1 Mirror
- 1 Alarm clock
- 1 Chest of drawers/console
- Clothes hanging space
- Linen provided by L'Abode Accommodation: doona cover, top sheet, bottom sheet, pillow cases

## BEDROOM 2

- 2 King size bed heads
- 1 King size bed mattress with ensemble mattress or base
- 1 King size mattress protector
- 4 pillows and 4 pillow protectors
- 2 double doona
- 1 King size doona protector
- 2 Coloured cushions to dress bed with
- 2 Bedside table and lamp
- Coat hangers



- 1 Waste paper bin
- Prints / artwork
- 2 Throw rugs
- 1 Mirror
- 1 Alarm clock
- 1 Chest of drawers/console
- Clothes hanging space
- Linen provided by L'Abode Accommodation:  
doona cover, top sheet, bottom sheet, pillow cases.

## BATHROOMS AND POWDER ROOMS

- Clear out all bathroom cabinets
- Remove products from bath and shower
- Treat any mould effected areas
- Re-grout any tiles or areas that need attention
- Ensure lights and extractor fans are working
- Leave 1 x hair dryer
- Remove any mouldy silicone and reseal



## INTERNET

- Ensure you provide unlimited wifi (this is a L'Abode requirement)
- Provide clear login / password details for your network
- Provide router location & troubleshoot guide in case of internet failure.



## KITCHEN

- Book a pest treatment if you have any prior knowledge of cockroaches, ants, spiders, mice.
- Empty the pantry (leave basic cooking items like herbs, spices, salt, pepper, any unopened cans). Throw out anything perishable or out-of-date
- Thoroughly clean the oven and the microwave as this is not included in the initial clean (we can organise this for an additional \$65)
- Clean the cupboards and ensure hinges are in working order
- Clear out the entire fridge and make it gleam
- Clear out the entire freezer and make it gleam
- Ensure all appliances are in good working order (kettle, sandwich press, dishwasher etc.)
- Remove or lock away any alcohol
- Remove any expensive, sentimental or delicate crockery items
- Ensure your crockery is not chipped or damaged
- Leave enough crockery / cutlery for the maximum number of guests plus an additional 2 sets
- Consider getting a glass top to protect table tops
- Place felt stoppers on any table and chair legs that are on surfaces like floorboards and tiles
- Ensure there is enough dishwashing liquid and dishwasher capsules



## STAIRS

- Check stability of railings and stairs
- Repair any loose or damaged carpet
- Let us know of any ladders or other non-stair access points



## LAUNDRY

- Clear out lint filter on dryer – to avoid any fire risks
- Ensure there is a clothes rack, iron / ironing board
- Leave clear instructions on how to work washing machine and dryer



## BALCONIES AND OUTDOOR AREAS

- Check balcony railings and flooring for stability
- Check height of balcony is compliant
- Make sure any glass is gleaming
- Organise for a gardener to maintain any outdoor areas on a regular basis (every 2 weeks)
- Ensure automatic watering systems are functioning correctly
- Clean outdoor furniture
- Clean the BBQ and make sure gas bottles are full (or a 2nd one is available)
- Jet blast any mouldy or mildew hard surfaces on exterior of home
- Remove all cobwebs (both internal and external walls)
- Clean out guttering
- Ensure any fire pits or pizza ovens have enough wood/gas
- Eliminate stray items from the yard (such as pet toys)
- Ensure any fencing is secured
- Ensure outdoor lighting is working
- Make sure any pathways / stairs are secure and safe
- Parking – provide parking instructions



## POOLS

- Ensure your pool is council compliant
- Organise a weekly pool cleaner
- Leave detailed pool instructions, E.g. heating
- Make sure pool toys are accessible
- Provide photo of pool heater and identify which button to press to turn on the heat – can be placed guest manual



## HAZARDS AND SAFETY

- Provide fire extinguishers, first aid kits and fire blankets
- Check smoke alarms are in full working order
- Ensure door stops are installed to prevent damage to walls
- Repair leaking taps, broken tiles, loose floorboards etc.



## INSURANCE

- Take out landlord insurance
- Take pictures of your home and its contents
- Lock away any valuables

## FINAL CLEAN

- Remove or professionally steam clean major stains on carpets / fabrics
- Ensure all windows are gleaming and sills dusted
- Vacuum the entire home
- Mop any tiled surfaces / floorboards



## AND LAST BUT NOT LEAST

- Get 3 x sets of keys cut including front / back doors, garages and utility rooms
- The guest & L'Abode must have access to the electrical switch board, hot water system and internet modem
- Let us know of any areas likely to be effected by heavy rain
- Organise for someone to collect your mail or redirect it
- Ensure your Guest Manual is complete
- You must organise for someone to put your rubbish bins out on collection day to avoid a back log and overflow with each guest and your return home.  
(We recommend asking a neighbour, your gardener/pool cleaner or handyman)





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1300LABODE



[info@labodeaccommodation.com.au](mailto:info@labodeaccommodation.com.au)



[labodeaccommodation.com.au](http://labodeaccommodation.com.au)

