


# APARTMENT PREPARATION STANDARDS

SUPPLIER GUIDE

To be followed prior to the arrival of each Exclusive Worldwide guest.



## CLEANLINESS & FRESHNESS

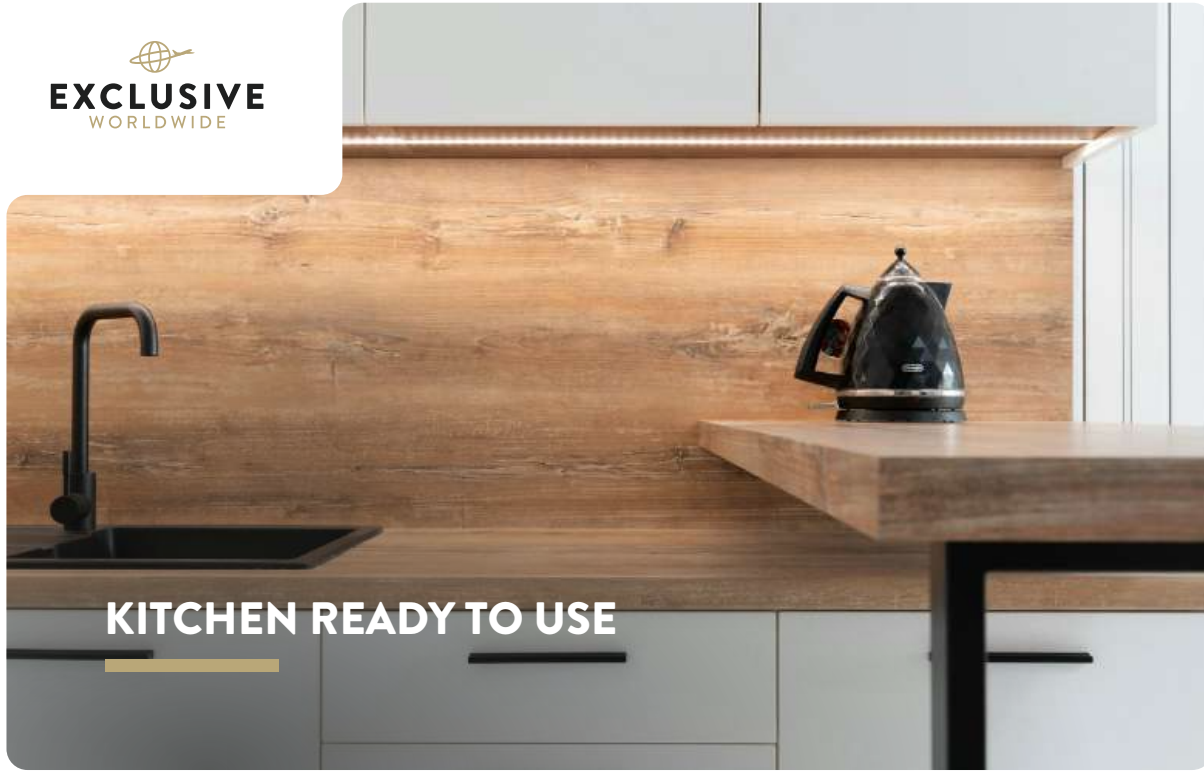
- ✓ Corridors, entrances and communal spaces must be clean and free from clutters;
- ✓ Each room perfectly clean, free of dust, spider webs, and unpleasant smell;
- ✓ Outdoor areas (balconies, terraces, gardens) clean and well-maintained, with grass trimmed if applicable;
- ✓ No moisture or mold anywhere, including windows, walls, bathroom fittings;
- ✓ No leaking spots, all drains must be clear and unclogged.



## TECHNICAL CHECK & MAINTENANCE

- ✓ All appliances tested and working properly;
- ✓ Heating, air conditioning (if applicable), and ventilation systems must be operational and set to a comfortable temperature;
- ✓ All lights and electrical sockets must be checked, in working order and safe to use;
- ✓ Wi-Fi tested for stability, and credentials provided clearly;
- ✓ Instruction manuals for appliances should be available for guests.





## KITCHEN READY TO USE

- ✓ Clean dishes, pots and pans, cookware, countertops;
- ✓ Fridge, oven, microwave, dishwasher emptied and thoroughly cleaned;
- ✓ Freezer empty and defrosted if needed;
- ✓ New dishcloths and sponges provided;
- ✓ The kettle must be descaled.



## BED & TEXTILES

- ✓ Freshly laundered bed linen and towels (full set per guest);
- ✓ Mattress must be free of stains, and in good condition;
- ✓ Bed neatly made with care;
- ✓ Extra blanket and pillow available in the closet.

## ACCESS & SAFETY

- ✓ All locks (including digital) tested, fully operational, and secure;
- ✓ Windows and doors should be without faults, and open/close smoothly;
- ✓ All electric and gas equipment must be checked and safe to use;
- ✓ Emergency exits and fire safety equipment should be present, fully functional, and easily accessible.

## FINAL INSPECTION

- ✓ All areas should be inspected and any personal items of previous guests removed;
- ✓ Exclusive Worldwide Pre-arrival Checklist completed with photos taken after the final cleaning (before our guest's arrival) and sent to our team;
- ✓ Emergency 24h contact available and provided to us in advance.