

CLEANING CHECKLIST

1. Housekeepers' Kit

A. Emergency Stocks in case replacement is needed. If items are used please report.

- extra bulbs of all kinds
- bath mat, shower liner and shower curtain
- queen quilt cover
- oven mitt and dish towel
- Dish soap bottle
- Hand soap bottle and 2 soap bars
- Draino

B. Sundries per suite (as default please ensure all suites are stocked with the following)

- 3 rolls of TP, plus roll on bar for each bathroom (replace if less than 1/2)
- Liquid hand soap for each bathroom (refill)
- Dish soap (refill)
- 5 dishwashing tablets
- 1 roll of paper towels
- 5 garbage bags neatly rolled and placed under sink
- 3-4 loads of laundry powder (refill plastic containers provided)
- 2 spare light bulbs in kitchen drawer

C. Cleaning Products (provided by HK)

- vacuum, mop, broom and duster
- environmentally friendly cleaning products including cleaning products for stainless steel

2. Linens

A. Check Point

Ensure linens are not stained and match

- Check washer/ dryer for linens left, finish the load.
- Remove lint

B. Bedroom

- 1x sheet set, unstained per bed

C. Bathroom

- 1 clean bath mat, shower curtain and shower liner per bathroom
- 1x towel sets per occupant (min 2 sets/bathroom)

E. Kitchen

- 2 clean tea towels
- 1 dish rag
- 1 oven mitt set
- table cloth/ place mats (min 4)

F. Extras

- 1 extra sheet set neatly folded in closet
- 1 extra towel set neatly folded in closet
- 1 clean dishrag and 2 clean dish towels

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Kitchen:

__ Kitchen Sink: Clean. Hot and Cold water working properly

__ Lights: Working Properly, No burnt out bulbs

__ Countertop: Clean, Sanitized, No dust or debris

__ Overall Appearance: Clean, Sanitized, Organized

Large Appliances

__ Refrigerator: Clean, no food

__ Freezer: Cold, clean, no food

__ Stove-Top: Clean, All burners heating

__ Vent Hood: Clean, Light and Fan work

__ Oven: Clean, Heating properly, Oven light working

__ Dishwasher: Clean, Empty, Receiving power

__ Garburator: Clean, Receiving power

Small Appliances

__ Microwave: Clean, Plugged in, Clock set to correct time

__ Coffee Maker: On countertop, Unplugged, Pot is clean/ unbroken

__ Toaster: On countertop, unplugged, Clean, No Crumbs

Housewares

__ Dinnerware: 2 place settings on dining room table. Remaining in cupboard

__ Glasses: Organized neatly in cupboard.

__ Wine Glasses: 2 placed on dining table, rest placed in cabinets

__ Pots & Pans: Clean, placed neatly in cupboard

__ Misc. Items: Placed neatly in cupboard

__ Silverware (set): 2 place settings on dining room table.

__ Knife Block: Displayed on kitchen counter, All knives are clean

__ Dish Towels: 1 displayed on kitchen counter top. Additional neatly in drawer

__ Pot Holders: Neatly in drawer

__ Placemats: 2 placed on dining room

__ Wastebasket: Clean, New Liner

Living / Dining Rooms:

__ Mini Blinds: Clean, No visible dust. Open & Inviting

__ Carpet: Freshly vacuumed. No tears/stains/debris

__ Lights/Ceiling Fan: Clean, Working properly

__ Overall Appearance: Clean, Home-like, No odors

Electronics

__ Television: Turns on, Picture working
Remote working, Channels programmed,
Sound at an acceptable level

__ Are all electronics plugged into a nearby outlet?

__ TV, Cable Box neatly arranged on TV Stand,
No equipment on the floor.

__ Lamps: Shades clean, Turned On (leave on), no plastic on shade

Furniture

__ Upholstered Furniture is arranged neatly, in good condition, no

visible stains or tears, clean under cushions

__ Tables are sturdy, clean, not broken, drawers on track, knobs

tight

__ Artwork: Hung properly, no visible dust

__ Dining Room Table: Clean, Sturdy, Set with 2 place settings

__ Dining Room Chairs: No rips or stains, Sturdy

Miscellaneous Items:

__ Smoke Alarm(s): Working properly

__ A/C & Heater: Working, set for comfort

__ Vacuum Cleaner: Clean bag, Working, Cord Wrapped, Placed in closet

__ Closets tidy, cords wrapped

__ Laundry Basket: Placed in Laundry Room/Closet

__ Washer: Fills and Empties, Clean, No visible leaks

__ Dryer: Heats, Lint trap is clean

__ Patio: Clean, Free of trash & debris

__ Welcome Basket: Is welcome basket present

__ Closets tidy, organized

__ No appearance of rodent or insect infestation

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