

CLEANING

checklist



KITCHEN & DINING

- WIPE COUNTERS AND CABINET DOORS.
- CHECK INSIDE ALL DRAWERS AND CABINETS; CLEAN AS NEEDED.
- CLEAN THE BACKSPLASH.
- CLEAN AND SHINE APPLIANCES AND SINK, INCLUDING THE DRAIN AND INSIDE APPLIANCES.
- ONLY LEAVE SQUEEZABLE CONDIMENTS IN THE REFRIGERATOR.
- THROW AWAY ALL OPENED FOOD LEFT BY GUESTS.
- CLEAN THE RANGE HOOD.
- WIPE DOWN AND CLEAN ALL CHAIRS AND TABLES.
- DUST THE TOP OF THE REFRIGERATOR AND LIGHT FIXTURES.
- EMPTY TRASH, REPLACE LINER, AND WIPE DOWN THE TRASH BIN.
- UNLOAD THE DISHWASHER. NOTIFY ME IF IT IS STILL RUNNING WHEN YOU LEAVE.
- PLACE SUPPLIES IN DESIGNATED AREAS.
- KEEP CABINETS ORGANIZED. IF ANYTHING IS DAMAGED, TAKE PHOTOS AND REPORT IT.
- VACUUM AND MOP ALL FLOORS.

BATHROOMS

- CLEAN COUNTERS, SINK, AND CABINETS.
- CLEAN MIRROR AND LIGHT BAR.
- POLISH ALL FIXTURES.
- CLEAN TOILET INSIDE AND OUTSIDE.
- CLEAN SHOWER, BATHTUB, AND WALLS.
- STRAIGHTEN AND/OR REPLACE TOWELS, BATH MATS, AND HAND TOWELS.
- RESTOCK AND PLACE SUPPLIES NEATLY.
- CHECK EXHAUST FAN TO ENSURE IT IS WORKING PROPERLY.
- WIPE DOWN PLUNGER AND TOILET BRUSH CONTAINERS.
- EMPTY TRASH, REPLACE LINERS, AND WIPE DOWN BINS INSIDE AND OUT.
- ALWAYS ENSURE TOILET LIDS AND SHOWER CURTAINS ARE PROPERLY CLOSED.
- WASH SHOWER CURTAINS AS NEEDED.

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LIVING ROOM

- CHECK UNDER FURNITURE AND COUCH CUSHIONS. REMOVE ALL CRUMBS AND DEBRIS.
- STRAIGHTEN FURNITURE, PILLOWS, AND BLANKETS NEATLY.
- DUST ALL FURNITURE AS NEEDED.
- WIPE THE TV SCREEN GENTLY. DO NOT SPRAY CLEANER DIRECTLY ON THE SCREEN.
- CLEAN PATIO DOORS ON BOTH THE INSIDE AND OUTSIDE.
- VACUUM AND MOP ALL FLOORS.
- LEAVE END TABLE LAMPS ON FOR SAME-DAY TURNOVERS.
- DURING SUMMER, LEAVE CEILING FANS ON.

BEDROOMS

- DUST ALL FURNITURE, INCLUDING BED FRAMES.
- CHECK UNDER BEDS AND INSIDE CLOSETS, CABINETS, AND DRAWERS.
- GROUP ALL HANGERS TOGETHER IN CLOSETS.
- LEAVE BEDSIDE LAMPS ON FOR SAME-DAY TURNOVERS.
- OPEN CURTAINS AND SLIGHTLY OPEN BLINDS FOR SAME-DAY TURNOVERS.
- WASH SHEETS AT EVERY CLEANING. WASH BLANKETS AND DUVET COVERS WEEKLY OR AS NEEDED (EXTRAS ARE AVAILABLE).
- DURING SUMMER, LEAVE CEILING FANS ON.
- MAKE BEDS NEATLY SO THEY LOOK CLEAN AND PROFESSIONALLY DONE.
- VACUUM AND MOP ALL FLOORS.

LAUNDRY ROOM

- WIPE DOWN WASHER AND DRYER.
- CLEAN THE LINT FILTER.
- CLEAN AND SHINE APPLIANCES AND SINK, INCLUDING THE DRAIN.
- EMPTY TRASH AND REPLACE THE LINER. CLEAN THE TRASH BIN INSIDE AND OUT.
- RESTOCK DRYER SHEETS AND LAUNDRY PODS.
- ENSURE CABINETS, POOL TOYS, AND SUPPLIES ARE NEATLY PLACED AND ORGANIZED.

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OUTSIDE

- CHECK UNDER FURNITURE AND COUCH CUSHIONS. REMOVE ALL CRUMBS AND DEBRIS.
- STRAIGHTEN FURNITURE AND PILLOWS NEATLY.
- DUST FURNITURE AS NEEDED.
- WIPE THE TV SCREEN GENTLY. DO NOT SPRAY CLEANER DIRECTLY ON THE TV.
- CLEAN PATIO DOORS ON THE INSIDE AND OUTSIDE.
- SWEEP DECKS AND OUTDOOR AREAS.
- CLEAN THE GRILL INSIDE AND OUTSIDE.
- MONITOR THE POOL AND LANDSCAPING. REPORT ANY ISSUES THAT NEED ATTENTION.
- CHECK MAILBOXES AND PLACE ANY MAIL IN STORAGE.
- LEAVE THE OUTSIDE LIGHT ON.
- BRING TRASH BINS IN FROM THE CURB ON SCHEDULED DAYS.
- ENSURE GARAGES ARE TIDY AND ORGANIZED.
- ALWAYS CHECK PROPANE LEVELS AND REPORT WHEN THEY ARE GETTING LOW.

ONE LAST LOOK!

- ENSURE ALL WINDOWS ARE CLOSED AND LOCKED.
- TURN ON FRONT OUTDOOR LIGHTS.
- LEAVE THE ENTRYWAY OR LIVING ROOM LIGHT ON.
- CONFIRM ALL SUPPLIES ARE SET OUT.
- MAKE SURE THE DISHWASHER IS EMPTIED.
- TAKE OUT ALL TRASH.
- CHECK FOR ANY LINENS LEFT IN THE DRYER.
- PLACE BINS AT THE CURB, REGARDLESS OF THE DAY.
- SET THERMOSTAT TO 75°F IN WINTER AND 72°F FOR HEAT.
- CHECK THE ENTIRE YARD FOR TRASH OR DEBRIS.
- REPORT ANY DAMAGES, MISSING ITEMS, OR ISSUES.
- TURN OFF PROPANE AT ALL GRILLS.

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