

# CLEANING

## checklist



### KITCHEN & DINING

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- ☐ 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

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- ☐ 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

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- ☐ 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

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- ☐ 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

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- ☐ 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

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- ☐ 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!

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- ☐ 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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