

**Daily Order of Procedures:**

***Total Time: 1 hr***

***Check the MasterLock on the entrance railing upon arrival to ensure guest left their key.***

1. Remove all used sheets, linens and towels.
2. Put the dirty laundry in the laundry bag and drop off inside the front door by the mailboxes for Laundry Person to pick up later (OR Store in Closet depending on schedule).
3. Place fresh sheets and linens on beds and neatly place towels on bed.
4. Wipe and sanitize all frequently touched surfaces in rooms (Desk top, TV Remote, Bed Frame, Door Knobs, Light Switches).
5. Ensure there are no stains on tablecloth. If there are only crumbs, carefully gather the tablecloth and empty the crumbs in the back porch outside and return Cloth to table.
6. Sweep all floors and vacuum rugs (including bath mats).
7. Wipe railing by stairs.
8. Check couches for any crumbs or stains
  - a. Straighten up the pillows
  - b. Vacuum couch using the attachment piece
9. Check couch for any crumbs or stains
  - a. Straighten up the pillows
  - b. Move the couch and check behind it
  - c. Open the couch and vacuum the inside
  - d. Check the inside of couch for 2 pillows and 2 comforters and be sure they're not stained or dirty
  - e. Vacuum couch cushions using the attachment piece
10. Clean entire Bathroom (except toilet bowl)
  - a. Scrub Sink
  - b. Wipe down Toilet (not bowl yet)
  - c. Scrub Shower
  - d. Check shower drain area for any hair
  - e. Wipe down Shower door glass
  - f. Wipe down mirror
  - g. Restock toilet paper holder if necessary
11. Empty both waste bins (room and bathroom) into the kitchen trash bin & replace the waste basket liners if necessary.
12. Empty fridge and freezer of any contents.
13. Check inside the microwave and oven/stove top.
  - a. Ensure they are both clean-- wipe down if needed.
  - b. Replace aluminum foil if it's dirty
14. Check the dishwasher for dirty dishes.

15. If any dishes are on the dishrack, please inspect each one before returning them to the appropriate cabinet as they are sometimes still dirty.
16. Clean any remaining dirty dishes.
17. Check the coffee machine for grinds and ensure the machine & pot are clean.
18. Check if Coffee/Tea station needs any restocking.
19. Prep for Mopping the floors:
  - a. Place bucket in sink & put approximately **Cap Size** of Pinesol and **fill bucket to about ¼**.
  - b. Begin mopping the living room, working your way down to bathroom floor last.
  - c. Carefully empty dirty mop water into the toilet & flush.
20. Take Lysol Toilet Cleaner and scrub the toilet bowl thoroughly.
21. Turn on the kitchen under-cabinet lights (Switch is by the fridge).
22. Empty out the kitchen trash and replace bag. Take the garbage out of the apartment and into the bin in the basement.
23. Turn off all lights and Lock up all doors.

Thank you :)

**\*Weekly Duties:**

1. Scrubbing the shower
2. Empty Vacuum dust bin & filter
3. If Clean Laundry arrived: take picture of receipt(s) and send to Andy
4. Put kitchen towel in the dirty laundry bag and replace with clean one
5. Checking all house products to see if low on stock.
6. Shine the Stainless steel (Fridge, Oven, dishwasher)
7. Charge Minut & Ring Devices