



# Simply Simple Housekeeping

## ***Vacant Home Housekeeping Checklist***

---

**Property Address:** \_\_\_\_\_

**Unit #:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Completed By:** \_\_\_\_\_

---



## General Interior

- Remove all trash and debris
- Sweep and mop all hard floors
- Vacuum carpets and rugs
- Dust baseboards, vents, doors, and trim
- Clean light switches and outlet covers
- Wipe down walls and spot clean marks
- Clean interior doors and door handles
- Clean windows, tracks, and window sills
- Check and report damage or maintenance issues



## Kitchen

- Clean and sanitize countertops
- Clean inside and outside of cabinets & drawers
- Clean sink and faucet
- Clean stovetop and oven (inside & out)
- Clean microwave (inside & out)
- Clean refrigerator (inside, shelves, drawers)
- Clean dishwasher (inside & exterior)
- Sweep and mop kitchen floor
- Remove any food or odors



## Bathrooms

- Clean and sanitize toilet (inside & out)
- Clean sink, faucet, and vanity
- Clean shower/tub and remove soap scum
- Clean mirrors
- Clean bathroom cabinets & drawers

- Sweep and mop floor
- Remove hair and debris from drains

## **Bedrooms**

- Dust all surfaces and closets
- Clean closet shelves and rods
- Vacuum or mop floors
- Clean windows, sills, and tracks
- Clean doors, handles, and baseboards

## **Living Room / Common Areas**

- Dust all surfaces
- Clean ceiling fans and light fixtures
- Vacuum or mop floors
- Clean windows and sliding doors
- Wipe down baseboards and trim

## **Laundry Area (If Applicable)**

- Clean washer and dryer (inside & out)
- Clean lint trap
- Clean shelves and surrounding area
- Sweep and mop floor

## **Exterior / Entry Areas**

- Sweep entryway, porch, and patio
- Remove cobwebs
- Wipe down exterior doors
- Clean door handles and light fixtures

## **Final Walk-Through**

- Lights working
- No strong odors present
- Thermostat set properly
- All windows and doors secured
- Property move-in ready

---

**Additional Notes / Repairs Needed:**

---

---

**Supervisor Approval:**   

**Date:**