



# Simply Simple Housekeeping

## *Vacant Home Housekeeping Checklist*

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Property Address: \_\_\_\_

Unit #: \_

Date: \_

Completed By: \_\_\_\_

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### 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

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**Additional Notes / Repairs Needed:**

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**Supervisor Approval: \_\_**

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