

CLEANING CHECKLIST

KITCHEN

- Empty/run dishwasher as needed
- Clean & sanitize the countertops
- Clean drawers and shelves
- Clean the refrigerator
- Clean the oven
- Clean the microwave in and out
- Clean the toaster
- Empty the trash bins, add new bags
- Wipe down blades of any fans
- Clean sink and faucets
- Clean and replace kitchen towels
- Vacuum and mop the floor
- A final scan of the room

LIVING ROOM

- Dust/wipe all of the furniture
- Empty the trash bins, add new bags
- Clean the windows
- Vacuum carpets and floor
- Mop the floor
- A final scan of the room

RESTOCK (IF NECESSARY)

- Coffee/Tea
- Dish soaps and hand soaps
- Laundry detergent
- Toiletries
- Napkins/paper towels

BEDROOM

- Change sheets and linens
- Make the bed
- Inspect closets
- Empty the trash bins, add new bags
- Dust the surfaces
- Wipe down windows
- Sweep/vacuum space
- Check under the bed
- A final scan of the room

BATHROOMS

- Change and replace towels
- Check drains for hair clogs
- Clean faucets & countertops
- Clean shower
- Rinse shower and shower curtain
- Scrub the toilet
- Empty the trash bins, add new bags
- Sweep or vacuum
- Mop the floor
- A final scan of the room

SERVICE
DATE

START

END

CLEANING CHECKLIST

ONCE A MONTH

Check for any burnt light bulbs

Check plumbing and faucets throughout property

Trim any overgrown landscaping

Pull weeds from pathway or patio area

Other:

Other:

3-6 MONTHS

Air out the property by opening windows and doors

Dust all furniture

Deep clean behind/under refrigerator and stove

Other:

Other:

Other:

ONCE A YEAR

Empty and thorough wipe down all cabinets

Treat any light stains on the carpet or furniture

Repair paint chips

Treat scuffs on walls, counter space, or wooden furniture

Other:

Other:

NOTES