# 

Cleaning Checklist

Date of Inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Cleaner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guest Rating (1 = horrible 5 = incredible) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  | All Rooms |
| --- | --- |
|  | Dust baseboards, light fixtures, furniture, sills, shelves, blinds, and décor |
|  | Remove cobwebs |
|  | Vacuum / mop all floors, carpets, rugs and stairs |
|  | Empty wastebaskets |
|  | Clean mirrors |
|  | Wipe inside /outside drawers |
|  | Fold blankets and towels as needed |
|  | Sweep and mop or vacuum floors |
|  | Replace any burn out light bulbs |

|  | Bathrooms |
| --- | --- |
|  | Clean & sanitize all showers, tubs, and sinks inside and out |
|  | Scrub toilet, including bowl, seat, lid, tank, and base |
|  | Clean, dry, and shine all mirrors, chrome, and tile |
|  | Clean the windows and window sills |
|  | Damp-wipe cabinet inside / fronts |
|  | Clean all shelves, fixtures, and items on vanity |
|  | Refill toilet paper |
|  | Wash all towels and replace |
|  | Replenish amenities, such as soap, shampoo, conditioner and etc |
|  | Remove all trash and put in a clean trash bag |
|  | Replace any burn out light bulbs |
|  | Wash the floor |

|  | Kitchen |
| --- | --- |
|  | Clean, dry, and shine all appliance surfaces, range hood, and sink |
|  | Clean stove drip pans, burner grates, and control knobs |
|  | Clean & sanitize all surfaces such as countertops, cabinets, tables, etc. |
|  | Damp-wipe cupboard inside / fronts |
|  | Clean microwave oven inside and out, including turntable |
|  | Clean inside of oven |
|  | Clean inside of refrigerator & throw out any food |
|  | Clean and put away dishes |
|  | Load, run & empty the dishwasher |
|  | Clean coffee maker |
|  | Clean toaster |
|  | Sweep and mop or vacuum floors |

|  | Bedrooms |
| --- | --- |
|  | Wash and change all sheets/linens |
|  | Dust all surfaces, including headboard, night stands, alarm, television, etc. |
|  | Dust all fans, lights, blinds |
|  | Remove trash and insert new trash bag |
|  | Wash all windows & window sills |
|  | Vacuum, sweep and mop floors including underneath the bed |
|  | Replace any burn out light bulbs |

|  | Laundry Area (if applicable) |
| --- | --- |
|  | Empty out washer and dryer if anything was left behind |
|  | Remove the lint from the dryer |
|  | Replenish all amenities, such as laundry detergent and softener sheets |
|  | Remove trash and insert new trash bag |
|  | Replace any burn out light bulbs |
|  | Sweep and mop or vacuum floors |

|  | Garage |
| --- | --- |
|  | Sweep the floor |
|  | Wipe down all surfaces |
|  | Replace any burn out light bulbs |

|  | Exterior |
| --- | --- |
|  | Wipe down any patio furniture |
|  | Clean the grill on the inside and on the outside |
|  | Sweep the floor, entrance and deck |
|  | Replace any burn out light bulbs |

|  | Additional |
| --- | --- |
|  | Inspect all rooms for any damage. Use photos to double check room. Report any issues via email along with photos |
|  | Inspect and clean Air Mattress |
|  | Place out guest gift |
|  | Lock all doors, windows and shut off all lights |

Guest Related Issues to Report:

Cost of Additional Cleaning (if applicable)