

RESIDENTIAL

Basic Cleaning Checklist

Bathrooms:

- ☐ Dust cobwebs from lights and corners
- ☐ Clean all mirrors and glass
- ☐ Dust ceiling fan, light fixtures, and vents
- ☐ Dust all windowsills and frames
- ☐ Clean and wipe shower, tub, door, and faucet
- ☐ Clean hardware; towel rack, toilet paper holder, etc.
- ☐ Clean and sanitize counter, sinks, and faucets
- ☐ Clean exterior cabinets and handles
- ☐ Sanitize the toilets, making sure to clean inside, outside, around, and behind
- ☐ Dress toilet paper roll
- ☐ Take out the trash, disinfect the garbage can, replace the trash bag
- ☐ Tidy personal items, shower curtain, towels, etc.
- ☐ Clean interior door surfaces
- ☐ Sweep, vacuum, mop all floors

Bedrooms:

- ☐ Dust all cobwebs from lights and corners
- ☐ Dust ceiling fan, light fixtures, vents, and lamps
- ☐ Dust all furniture, headboards, flat surfaces, shelves, and decor
- ☐ Dust all windowsills and frames
- ☐ Clean interior door surfaces
- ☐ Tidy bed, fluff pillows, arrange throw blankets
- ☐ Sweep, vacuum, and mop all floors

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Kitchen:

- ☐ Dust cobwebs from lights and corners
- ☐ Dust all ceiling fans, light fixtures, vents, and lamps
- ☐ Dust all flat surfaces, shelves, and decor
- ☐ Dust all windowsills and frames
- ☐ Clean and sanitize sink, backsplash, and countertops
- ☐ Wipe down exteriors of small appliances, including the toaster, coffee maker, etc.
- ☐ Clean interior and exterior of microwave
- ☐ Clean the outside of the oven, range, and refrigerator
- ☐ Clean stove top, including glass, and controls
- ☐ Clean exterior of all cabinets and drawers
- ☐ Take out the trash, disinfect the garbage can, replace the trash bag
- ☐ Tidy counters, tables, chairs, etc.
- ☐ Sweep, vacuum, and mop all floors

Common Rooms (Living Rooms):

- ☐ Dust all cobwebs from lights and corners
- ☐ Dust ceiling fan, light fixtures, vents, and lamps
- ☐ Dust all flat surfaces, shelves, and decor
- ☐ Dust all windowsills and frames
- ☐ Dust appliances, such as televisions and other electronics, and decor
- ☐ Clean interior door surfaces
- ☐ Tidy couch, fluff pillows, arrange throw blankets, etc.
- ☐ Sweep, vacuum, and mop all floors

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Total Property:

- ☐ Wipe washing machine and dryer
- ☐ Clean and tidy laundry room
- ☐ Clean and tidy office area (do not disturb papers)
- ☐ Dust all ceiling fans and vents
- ☐ Dust all tables, consoles, hutches, entertainment centers
- ☐ Dust picture frames and knickknacks
- ☐ Dust and fluff all drapes and curtains
- ☐ Dust windowsills
- ☐ Sweep, vacuum, and mop all floors

Final Walk-Through

- ☐ Ensure all items are neat and tidy
- ☐ Ensure no lint or hair on any hard surface
- ☐ Ensure curtain, drapes, and blinds are neat and tidy
- ☐ Ensure towels, blankets, pillows, floor mats, and rugs are tidy
- ☐ Ensure all lights are off
- ☐ Ensure all cleaning products, towels, and supplies are picked up and put away
- ☐ Leave business card/cleaning bundle (First time clean only)
- ☐ Lock front doors, back doors, and lock boxes if applicable

Add-Ons

- ☐ Oven Interior
- ☐ Refrigerator interior
- ☐ Kitchen cabinet interior
- ☐ Wash and put away dishes
- ☐ Clean blinds
- ☐ Vacuum couch and under cushions
- ☐ Interior windows, frames, and sills
- ☐ Patio sweep