**Data Cleaning Checklist**

Before Data cleaning, these are the questions that I need to address

1. Are values prone to error?
2. Do we have the same unit for the data?
3. Is there consistency in the meaning of data?
4. Are there missing values in your data and what is the reason and what you can do about it?
5. Is the same value recorded in the same way everywhere?
6. Are there any duplicates?
7. Is your data unbiased?
8. Are there any obvious outliers?