

CLEANING CHECKLIST

FRONT ENTRY

- Sweep entry and main walkways
- Clean out cobwebs
- Survey outdoor areas for safety and missing or broken items

KITCHEN

- Load and run dishwasher
- Wash and restock kitchen linens
- Wipe down counters, including corners and cracks
- Clean inside and outside of refrigerator
- Clean inside and outside of microwave
- Mop, sweep, and/or vacuum the floor: be thorough and get under the cabinets.
- Take out trash and recycling
- Replace trashcan liner
- Unload dishwasher, check dishes for cleanliness

BATHROOM

- Remove hair from drain
- Scrub tub and/or shower
- Scrub toilet
- Scrub sink
- Clean shower doors
- Mop floors
- Wipe down mirrors
- Clean countertops and other surfaces
- Replenish toilet paper, tissues, and other amenities
- Restock towels and washcloths
- Mop floors

BEDROOM

- Remove dirty linens
- Replace clean linens
- Make bed
- Arrange pillow
- Restock backup blankets and extra towels
- Vacuum room

PUBLIC AREAS

- Dust everywhere
- Vacuum thoroughly carpets and rugs including upholstered furniture
- Sweep and/or mop hardwood floors
- Fluff and straighten throw pillows.
- Straighten wall art

INVENTORY

- Check to make sure valuables are not missing
- Count towels and linens
- Look for damaged items and take pictures of damage if necessary
- Inventory toilet paper, paper towels, dishwashing soap, shampoo, conditioner, lightbulbs etc. -- Refill or replace items that are running low or empty

MONTHLY/QUARTERLY DEEP CLEAN

- Run disposal with baking soda or vinegar
- Remove expired condiments/food
- Clean inside of oven & refrigerator
- Wipe down cabinets, inside and out
- Inventory flatware, dishes, glasses and equipment and replace missing items
- Clean baseboards
- Thoroughly mop hardwood floors
- Shampoo carpets and rugs
- Wash shower curtains; replace if mildewy.
- Treat glass shower doors w/Rain-X