



KEEPING A HOME, THE PROFESSIONAL WAY.

CLEANING CHECKLIST

| |
|-----------------|
| PROPERTY: _____ |
| STAFF: _____ |
| DATE: _____ |

KITCHEN

| | | |
|--------------------|---|-----------------------|
| Dishes | (wash all dishes, hand or dishwasher) | <input type="radio"/> |
| Stove | (degrease / clean all interior and exterior front and sides) | <input type="radio"/> |
| Refrigerator | (clean interior / exterior front and sides) | <input type="radio"/> |
| Dishwasher | (clean interior / exterior) | <input type="radio"/> |
| Microwave/Over | (degrease / clean all interior and exterior front and sides) | <input type="radio"/> |
| Countertops/Sink | (wipe down to remove all residue) | <input type="radio"/> |
| Cabinets | (remove all items, wipe down all surfaces inside/outside) | <input type="radio"/> |
| Windows | (windex glass inside only, warm soap water on trim/ledge) | <input type="radio"/> |
| Walls | (wipe down marks with damp cloth w/ dishsoap & warm water) | <input type="radio"/> |
| Blinds/Screens | (not broken/missing, fix/replace if damaged during tenancy) | <input type="radio"/> |
| Baseboards/Trim | (wipe down trim damp cloth w/ dishsoap & warm water) | <input type="radio"/> |
| Lighting, switches | (clean globes, covers of light fixture, & switch/outlet covers) | <input type="radio"/> |
| Floors | (vacuum carpet, sweep/mop hardwoods, tile, vinyl) | <input type="radio"/> |

BATHROOM

| | | |
|--------------------|---|-----------------------|
| Linens | (wash and change all linens) | <input type="radio"/> |
| Toilet | (clean entire toilet inside/outside, surrounding area) | <input type="radio"/> |
| Cabinet/mirror | (clean mirror, wipe down inside/outside of cabinet) | <input type="radio"/> |
| Sink, faucet, base | (remove all residue -wipe down) | <input type="radio"/> |
| Tub/Shower | (comet or soft scrub all surfaces to remove mildew soap scum) | <input type="radio"/> |
| Tub faucet/Drain | | |
| Windows | (windex glass inside only, warm soap water on trim/ledge) | <input type="radio"/> |
| Walls | (wipe down marks with damp cloth w/ dishsoap & warm water) | <input type="radio"/> |
| Baseboards/Trim | (wipe down trim damp cloth w/ dishsoap & warm water) | <input type="radio"/> |



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|--------------------|---|-----------------------|
| Lighting, switches | (clean globes, covers of light fixture, & switch/outlet covers) | <input type="radio"/> |
| Floor tile, vinyl | (sweep/mop tile, vinyl) | <input type="radio"/> |

LIVING ROOM

- | | | |
|--------------------|---|-----------------------|
| Windows | (windex glass inside only, warm soap water on trim/ledge) | <input type="radio"/> |
| Walls | (wipe down marks with damp cloth w/ dishsoap & warm water) | <input type="radio"/> |
| Blinds/Screens | (not broken/missing, fix/replace if damaged during tenancy) | <input type="radio"/> |
| Baseboards/Trim | (wipe down trim damp cloth w/ dishsoap & warm water) | <input type="radio"/> |
| Lighting, switches | (clean globes, covers of light fixture, & switch/outlet covers) | <input type="radio"/> |
| Floors | (vacuum carpet, sweep/mop hardwoods, tile, vinyl) | <input type="radio"/> |

BEDROOM #1

- | | | |
|--------------------|---|-----------------------|
| Linens | (wash and change all linens) | <input type="radio"/> |
| Windows | (windex glass inside only, warm soap water on trim/ledge) | <input type="radio"/> |
| Walls | (wipe down marks with damp cloth w/ dishsoap & warm water) | <input type="radio"/> |
| Blinds/Screens | (not broken/missing, fix/replace if damaged during tenancy) | <input type="radio"/> |
| Baseboards/Trim | (wipe down trim damp cloth w/ dishsoap & warm water) | <input type="radio"/> |
| Lighting, switches | (clean globes, covers of light fixture, & switch/outlet covers) | <input type="radio"/> |
| Floors | (vacuum carpet, sweep/mop hardwoods, tile, vinyl) | <input type="radio"/> |

BEDROOM #2

- | | | |
|---------|--|-----------------------|
| Linens | (wash and change all linens) | <input type="radio"/> |
| Windows | (windex glass inside only, warm soap water on trim/ledge) | <input type="radio"/> |
| Walls | (wipe down marks with damp cloth w/ dishsoap & warm water) | <input type="radio"/> |
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|--------------------|---|-----------------------|
| Blinds/Screens | (not broken/missing, fix/replace if damaged during tenancy) | <input type="radio"/> |
| Baseboards/Trim | (wipe down trim damp cloth w/ dishsoap & warm water) | <input type="radio"/> |
| Lighting, switches | (clean globes, covers of light fixture, & switch/outlet covers) | <input type="radio"/> |
| Floors | (vacuum carpet, sweep/mop hardwoods, tile, vinyl) | <input type="radio"/> |

EVERYWHERE

- | | |
|--|-----------------------|
| Unclutter surfaces | <input type="radio"/> |
| Take all nails and screws out of the walls and ceiling and putty them smoothly | <input type="radio"/> |
| Clean the door knobs and doors | <input type="radio"/> |
| Get rid of all cobwebs | <input type="radio"/> |
| Replace missing/burned out light bulbs | <input type="radio"/> |
| Remove all trash and personal items from the apartment and common space | <input type="radio"/> |
| Repair any damages | <input type="radio"/> |
| Take out trash in every room | <input type="radio"/> |

NOTES

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|---|-----------------------|
| Use different cleaning sponge between kitchen, rest of the unit and bathrooms | <input type="radio"/> |
| Use swiffer on the floor to collect hair | <input type="radio"/> |