

PROPERTY

DATE

CLEANER

1 Arrival & Safety

- ☐ Turn on all the lights; inspect for damage (photograph any); open windows if any odour; turn on bath exhaust fan if needed.

2 Laundry & Linens

- ☐ Remove bedsheets and place all linen in the washer. Move washed items to dryer. Fold and place in linen closet.

3 Kitchen

- ☐ Collect all dishes from rooms and wash, then place in kitchen cabinets.
- ☐ Clear leftovers from fridge, empty garbage, and replace liners.
- ☐ Wipe all surfaces — countertops, sink, backsplash, stovetop; clean microwave; wipe fridge shelves if any spills; clean kettle; empty toaster crumbs.

4 Bathrooms

- ☐ Clean toilet, bathroom sink, shower, and mirror.
- ☐ Empty bathroom trash; replace towels and toilet paper (1 in use, 2 spare).

5 Bedrooms

- ☐ Place fresh bedsheets, pillow covers, and duvet cover. Check under bed.

6 Floors

- ☐ Vacuum, then mop all the floors.

7 Exterior (Seasonal)

- ☐ During winter, clear snow/ice from the walkway. Add salt if required.

8 Restock Amenities

- ☐ Refill dish soap, hand wash, body wash, shampoo, and conditioner as required.

9 Security

- ☐ Change lock code.

10 Final Check

- ☐ Final inspection and photographs.