

This checklist has been created for cleaning companies that Clean people's homes.

Home Owner's Owner Information

Home Owner's Name: _____

Property Address: _____

Home Owner's Phone Number: _____

Home Owner's Email: _____

Number of Bedrooms: _____

Number of Beds: King _____ Queen _____ Full _____ Twin _____

Number of Bathrooms: _____

What to do if repairs are needed: _____

Special Requests: _____

Cleaning Process: Bedroom 1

- ☐ Take a before picture.
- ☐ Empty the trash.
- ☐ Dust furniture, fans, window sills, blinds, and other surfaces.
- ☐ Remove sheets and pillows. Inspect for bed bugs (in some states, the property owner can be held liable).
- ☐ Change sheets or make beds.
- ☐ Wash windows.
- ☐ Clean mirrors.
- ☐ Clean counters.
- ☐ Leave a piece of candy on the bed with a note to the customer.
- ☐ Vacuum and mop floors.
- ☐ Sanitize door handles and light switches before leaving the room.
- ☐ Take an after picture.

Notes: _____

Attach pictures here if using electronic formats:

Inspected by: _____

Cleaning Process: Bathroom 1

- ☐ Take before pictures.
- ☐ Refill or replace soap, shampoo, and conditioner.
- ☐ Provide toilet paper equal to 2x the tenant's stay.
- ☐ Provide a towel per tenant per day +1 extra.
- ☐ Empty the trash.
- ☐ Dust.
- ☐ Wash windows and clean mirrors.
- ☐ Clean counters.
- ☐ Sanitize shower, bathtub, sinks, and toilets.
- ☐ Vacuum and mop floors.
- ☐ Sanitize door handles and light switches.
- ☐ Take an after picture.

Notes: _____

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Inspected by: _____

Cleaning Process: Bedroom 2

- ☐ Take a before picture.
- ☐ Empty the trash.
- ☐ Dust furniture, fans, window sills, blinds, and other surfaces.
- ☐ Remove sheets and pillows. Inspect for bed bugs (in some states, the property owner can be held liable).
- ☐ Change sheets or make beds.
- ☐ Wash windows.
- ☐ Clean mirrors.
- ☐ Clean counters.
- ☐ Vacuum and mop floors.
- ☐ Leave a piece of candy on the bed with a note to the customer.
- ☐ Sanitize door handles and light switches before leaving the room.
- ☐ Take an after picture.

Notes: _____

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Inspected by: _____

Cleaning Process: Bathroom 2

- ☐ Take before pictures.
- ☐ Refill or replace soap, shampoo, and conditioner.
- ☐ Provide toilet paper equal to 2x tenant stay.
- ☐ Provide a towel per tenant per day +1 extra.
- ☐ Empty the trash.
- ☐ Dust.
- ☐ Wash windows and clean mirrors.
- ☐ Clean counters.
- ☐ Sanitize shower, bathtub, sinks, and toilets.
- ☐ Vacuum and mop floors.
- ☐ Sanitize door handles and light switches.
- ☐ Take after photos.

Notes: _____

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Cleaning Process: Living Room

- ☐ Take a before picture.
- ☐ Empty the trash.
- ☐ Dust furniture, fans, window sills, blinds, and other surfaces.
- ☐ Inspect couch for bed bugs (in some states the property owner can be held liable).
- ☐ Vacuum the couch.
- ☐ Change sheets if there is a fold-out bed.
- ☐ Wash windows.
- ☐ Clean mirrors.
- ☐ Test the TV.
- ☐ Test remote.
- ☐ Clean the TV.
- ☐ Vacuum and mop floors.
- ☐ Sanitize light switches before leaving the room.
- ☐ Take an after picture.

Notes: _____

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Inspected by: _____

Cleaning Process: Dining Room

- ☐ Take a before picture.
- ☐ Empty the trash.
- ☐ Dust table, fans, window sills, blinds, and other surfaces.
- ☐ Sanitize the table before leaving the room.
- ☐ Wash windows.
- ☐ Clean mirrors.
- ☐ Vacuum and mop floors.
- ☐ Sanitize light switches before leaving the room.
- ☐ Take an after picture.

Notes: _____

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Inspected by: _____

Cleaning Process: Kitchen

- ☐ Take before pictures.
- ☐ Refill or replace hand soap and dish soap.
- ☐ Clean inside the refrigerator, oven, microwave, and other appliances.
- ☐ Wash the dishes.
- ☐ Wash windows and mirrors.
- ☐ Clean counters.
- ☐ Sanitize sinks.
- ☐ Vacuum and mop floors.
- ☐ Sanitize door handles and light switches.
- ☐ Take after photos.

Notes: _____

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Inspected by: _____

Leaving Property

- ☐ Take out the trash and dirty linens.
- ☐ Set the alarm.
- ☐ Lock the door(s).
- ☐ Leave a door hanger or meet the customer at the arranged time and place.
- ☐ Send documentation to the client.

Sent by: _____