This checklist has been created for cleaning companies that clean people’s homes.

## Home Owner’s Owner Information

<table>
<thead>
<tr>
<th>Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Owner’s Name</td>
<td></td>
</tr>
<tr>
<td>Property Address</td>
<td></td>
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<tr>
<td>Home Owner’s Phone Number</td>
<td></td>
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<tr>
<td>Home Owner’s Email</td>
<td></td>
</tr>
<tr>
<td>Number of Bedrooms</td>
<td></td>
</tr>
<tr>
<td>Number of Beds: King</td>
<td>Queen</td>
</tr>
<tr>
<td>Number of Bathrooms</td>
<td></td>
</tr>
</tbody>
</table>

What to do if repairs are needed:

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Special Requests:

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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:

Attach pictures here if using electronic formats:

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:

________________________________________

Attach pictures here if using electronic formats:

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:

________________________________________

Attach pictures here if using electronic formats:

Inspected by: ________________________________
### 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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Attach pictures here if using electronic formats:

**Inspected by:**

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### 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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Attach pictures here if using electronic formats:

**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: ____________________________________________

__________________________________________________

Attach pictures here if using electronic formats:

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: __________________________________________