



# CLEANING CHECKLIST

SUITE:	DATE:	✓	INITIAL	NOTES
<b>BEFORE pictures documented</b>				
<b>LIVING / SLEEPING AREA</b>				
Baseboards wiped down				
All cobwebs from upper and lower corners gone				
Window & blinds cleaned and dusted				
Window sill cleaned				
Floors mopped				
Bed platform vacuumed				
White cubes wiped down & cleaned out				
Couch vacuumed & stain removal as necessary				
Vacuum desk drawers				
Walls wiped and cleaned as necessary				
Clean light fixture				
<b>KITCHEN</b>				
Mini-fridge cleaned up and washed				
Freezer defrosted				
Sink cleaned				
Stove cleaned inside and out				
Microwave cleaned inside and out				
Cupboards emptied and inside/outside wiped down				
Countertops cleaned				
All cobwebs from upper and lower corners gone				
Floors mopped				
Walls wiped and cleaned as necessary				
Clean light fixture				
<b>BATHROOMS</b>				
Under vanity cleaned				
Vacuum fan on ceiling				
Toilet cleaned & free of stains				
All water stains removed from shower / sink				
Mirror cleaned				
Floor mopped				
Walls wiped and cleaned				
Report back if any faucets not working properly				
Clean light fixture if needed				
<b>ALMOST DONE...</b>				
Any garbage thrown out & removed				
Any items left behind of value documented on the back of this page & given to Front Desk staff labelled with suite number				
<b>AFTER pictures documented</b>				
Suite door locked				