

# PROPERTY CLEANING CHECKLIST: ✓: Done, ✕: Not done / Not applicable / Not Required

|                  |  |                              |  |
|------------------|--|------------------------------|--|
| <b>PROPERTY:</b> |  | <b>RESPONSIBLE PERSON/S:</b> |  |
| <b>DATE:</b>     |  | <b>DAMAGED ITEMS:</b>        |  |
| <b>START:</b>    |  | <b>LEFT ITEMS:</b>           |  |
| <b>FINISH:</b>   |  |                              |  |

| KITCHEN            |                             | KITCHEN  |                                       | LIVING / DINING   |                             |
|--------------------|-----------------------------|----------|---------------------------------------|-------------------|-----------------------------|
|                    | Oven                        |          | Cornice / Spiderwebs                  |                   | Walls / Skirting / Switches |
|                    | Cooktop                     |          | Light Fittings / Exhaust Fans         |                   | Cornice / Spiderwebs        |
|                    | Rangehood                   |          | Windows / Tracks                      |                   | Shelves / Ledges            |
|                    | Dishwasher                  |          | Floor                                 |                   | Light Fittings / Fans       |
|                    | Microwave                   |          | Check Crockery / Cutlery              |                   | Windows / Tracks            |
|                    | Fridge                      |          | Check Glasses / Cups                  |                   | Doors / Door Handles        |
|                    | Benchtop                    |          | Remove Rubbish / Insert Bag           |                   | Floors / Rugs               |
|                    | Sink                        |          | Provide Chilled Water / Ice           |                   | Couch Vacuum and Clean      |
|                    | Clean / Polish Stainless    |          | Pantry Supplies                       |                   | Check / Clean Under Couch   |
|                    | Splash backs                |          | Beverage Supplies: Tea, coffee, sugar |                   | Arranged Furniture / Rugs   |
|                    | Cupboards / Shelves         |          | Cleaning Supplies: T-Towels, Cloths   |                   |                             |
|                    | Walls / Skirting / Switches |          | Detergent Supplies: Dish, Tablets     |                   |                             |
| HALLS / STAIRWELLS |                             | BEDROOMS |                                       | BATHROOM / TOILET |                             |
|                    | Walls / Skirting / Switches |          | Beds made as per photos               |                   | Toilet                      |
|                    | Cornice / Spiderwebs        |          | Check / Clean Under Bed               |                   | Bath                        |
|                    | Shelves / Ledges            |          | Walls / Skirting / Switches           |                   | Shower                      |
|                    | Light Fittings / Fans       |          | Cornice / Spiderwebs                  |                   | Mirror / Glass              |
|                    | Windows / Tracks            |          | Shelves / Ledges                      |                   | Vanity / Bench Tops         |
|                    | Doors / Door Handles        |          | Light Fittings / Fans                 |                   | Empty Bin                   |
|                    | Floors / Rugs               |          | Windows / Tracks                      |                   | Floor                       |
|                    | Couch                       |          | Doors / Door Handles                  |                   | Restock Toiletries          |
|                    | Arranged Furniture          |          | Floors / Rugs                         |                   | Hang toweling               |
|                    |                             |          | Check Cupboard / Draws                |                   | Supply Toilet Paper         |
|                    |                             |          | Arranged Furniture                    |                   |                             |
|                    |                             |          | Report Items Left Behind              |                   |                             |
| STUDY              |                             | OUTDOOR  |                                       | GENERAL           |                             |
|                    | Walls / Skirting / Switches |          | Sweep and Tidy                        |                   | Water Indoor Plants         |
|                    | Cornice / Spiderwebs        |          | Arrange Outdoor Furniture             |                   | Adventures Manual in place  |
|                    | Shelves / Ledges            |          | Check / Clean Barbeque                |                   | Parking Permit Left         |
|                    | Light Fittings / Fans       |          | Retract Awning                        |                   | Keys Left                   |
|                    | Windows / Tracks            |          | Clean Windows                         |                   |                             |
|                    | Floors / Rugs               |          | Water Plants                          |                   |                             |
|                    | Desk / Chair in Place       |          |                                       |                   |                             |
|                    | Arranged Furniture          |          |                                       |                   |                             |

**NOTES: (GUEST REPORT)**