

Tenancy CLEANING CHECKLIST

CLIENT & PROPERTY INFORMATION

GENERAL CLEANING TASKS

Walls and Ceilings

- ☐ Dust all cobwebs and corners
- ☐ Dust all ceiling fans in home
- ☐ Dust windows, sills, and blinds
- ☐ Dust all shelves, pictures, and decor
- ☐ Dust the top of fridge and top of cabinets
- ☐ Dust air/heating vents in each room
- ☐ Dust behind the headboard of beds
- ☐ Spot-Clean visible wall markings and spots
- ☐ Remove light and moderate scuffs

All Closets and Linen Closets

- ☐ Vacuum shelves
- ☐ Wipe shelving
- ☐ Wipe hanging rods
- ☐ Clean inside closet doors
- ☐ Vacuum floor
- ☐ Dust corners

Floor and Carpet Care

- ☐ Vacuum all rooms (even ones without carpets)
- ☐ Vacuum all baseboards (as needed)
- ☐ Vacuum any stairs, mats, or area rugs
- ☐ Mop floors according to floor type

High-Touch Surface Areas

- ☐ All surfaces wiped down and disinfected
- ☐ All mirrors and glass wiped without streaks
- ☐ Door knobs, door handles, and light switches to be wiped down and disinfected

WASTE DISPOSAL

Garbage and Recycling

- ☐ All garbage and recycling must be removed from the property upon completion of the service.

NOTES ON UTILITY REQUIREMENT ⚠

The property must have active electricity and running water available at the time of service. If utilities are unavailable, services may be delayed, rescheduled, or subject to additional charges.



KITCHEN AREA

Fridge, Oven, and Hood Range

- ☐ Spray hood range with degreaser and let soak for 10 minutes, then wipe the area
- ☐ Remove all metal burners and knobs from the oven (if you can) and clean
- ☐ Lift cooktop and wipe clean (as needed)
- ☐ Wipe down and disinfect top, front, knobs, and the handles on the oven
- ☐ Wipe down the front and handle of fridge
- ☐ Open fridge doors and wipe top, bottom, and the sides

Countertops and Backsplash

- ☐ Wipe down all countertops, cutting boards (if any), and backsplash (as needed, use discretion)

Cabinets and Drawers

- ☐ Wipe down fronts of cabinets
- ☐ Wipe down fronts of drawers

Sinks and Faucets

- ☐ Empty out any debris from the sink
- ☐ Scrub corners and inside of sink(s)
- ☐ Scrub drain stoppers and sink plugs
- ☐ Scrub the faucet and the knobs
- ☐ Place Garbage Disposal packet in drain and start (or run with dawn dish soap)
- ☐ Dry inside of sink and faucet

Microwave Oven

- ☐ Clean the plate by wiping it down
- ☐ Wipe down the inside, top, front, sides, and handle of the microwave

LAUNDRY ROOM

Washer and Dryer

- ☐ Spray and wipe down the washer and the dryer, then disinfect
- ☐ Remove and empty lint-trap from dryer
- ☐ Scrub washing machine gaskets (if dirty)

Tenancy CLEANING CHECKLIST

YOUR CLEANER(S) TODAY

Your Satisfaction is our Top Priority!

[cleaner names]

COMMON AREAS W/ FURNITURE LIVING ROOM, DINING ROOM, FOYER, STAIRS

General Tasks

- ☐ Vacuum couches if hair is present
- ☐ Dust Knick-knacks and decor, damp wipe
- ☐ Polish any wooden furniture or chests (upon client request only)

BEDROOMS AND OFFICES

Designated Bedrooms

- ☐ Wipe surfaces, light switches, door knobs
- ☐ Dust ceilings, window sills, and ceiling fans

Offices (Spare Bedrooms)

- ☐ Wipe surfaces, light switches, door knobs
- ☐ Dust ceilings, window sills, and ceiling fans

CLEANING GUARANTEE DISCLAIMER

Your tenancy service is designed to meet or exceed industry standards for rental turnover cleaning. However, we cannot guarantee the outcome of landlord, property management, or security deposit inspections, as requirements vary by property and lease agreement.

OPTIONAL ADD-ON SERVICES

- ☐ **Tenancy Package** **\$200+**
Inside refrigerator, freezer, oven, cupboards, cabinets, drawers and baseboards are all included.
- ☐ **Window Package** **\$95+**
Includes cleaning and shining all windows (on the inside), window sills, blinds, and all window tracks.
- ☐ **Landlord Package** **\$165+**
Includes cleaning walls, doors, and door frames, lightswitches, strikeplates, outlet covers, and vents.
- ☐ **Deposit Saver Bundle** **-\$50**
For a limited time, save \$50 when all three add-ons are booked together.

BATHROOMS

Toilets

- ☐ Wipe front, back, sides, lid, seat of toilet
- ☐ Scrub toilet bowl with cleaner and flush
- ☐ Scrub bidet mechanism with toilet brush
- ☐ Disinfect toilet bowl brush and place back in holder, wipe down housing unit
- ☐ Place blue toilet tablet in the tank

Sinks and Faucets

- ☐ Remove any debris from drains
- ☐ Scrub out entire sink/tub/shower area (use your discretion, if not bad, wipe it down)
- ☐ Spot-clean sink walls for toothpaste
- ☐ Clean and shine sink/tub/shower faucets
- ☐ Neatly fold any towels or washcloths

Shower and Bathtubs

- ☐ Scrub bathtub/shower floor and walls
- ☐ Wipe tub/shower completely dry
- ☐ Wipe clean any glass shower doors
- ☐ Squeegee the glass door and shine

Surface Areas and Mirrors

- ☐ Wipe down all surfaces and disinfect
- ☐ Spot-clean walls, light switches, knobs
- ☐ Clean all mirrors and light bars
- ☐ Check exhaust fan and dust (as needed)
- ☐ Polishing done as upgrade only.

CLEANING TEAM NOTES

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