



Cleaner's Checklist

The fastest route to a customer complaint is a house that is not clean and tidy and/or has a messy yard!

In the situations where we do not provide a cleaner, we advise that you interview several cleaners, that you outline your expectations in writing and that you provide a checklist to the cleaner. In addition, you might want to obtain references.

Please ensure that your cleaners are flexible to clean on several days of the week. If there are any limitations regarding your cleaner's availability, please advise us of those limitations. During the off-season, we frequently receive last minute booking requests and for days of the week other than Saturday or Sunday.

We have provided a cleaner's checklist on the next page for your reference.



Cleaning Checklist

<p>Bedrooms</p> <ul style="list-style-type: none"> <input type="checkbox"/> Change and wash linens Note: wash towels and linens separately. <input type="checkbox"/> Clean mirrors <input type="checkbox"/> Dust furniture & pictures <input type="checkbox"/> Empty trashcans <input type="checkbox"/> Tidy books and magazines <input type="checkbox"/> Vacuum (include base boards and window sills) <ul style="list-style-type: none"> <input type="checkbox"/> Wash floors <input type="checkbox"/> Wash rugs <input type="checkbox"/> Fluff up curtains <input type="checkbox"/> Vacuum (include base boards and window sills) <p>Bathrooms</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sanitize commodes <input type="checkbox"/> Clean mirrors <input type="checkbox"/> Clean sinks <input type="checkbox"/> Wipe out medicine chest <input type="checkbox"/> Put out new soaps <input type="checkbox"/> Empty trashcans <input type="checkbox"/> Vacuum (include base boards and window sills) <ul style="list-style-type: none"> <input type="checkbox"/> Wash rugs <input type="checkbox"/> Wash towels Note: wash towels and linens separately. <input type="checkbox"/> Wash floors <input type="checkbox"/> Fluff up curtains <p>Dinning Room</p> <ul style="list-style-type: none"> <input type="checkbox"/> Wash table and buff with dry cloth <input type="checkbox"/> Pull dust off of the feet of chairs <input type="checkbox"/> Vacuum (include base boards and window sills) <ul style="list-style-type: none"> <input type="checkbox"/> Wash floors <input type="checkbox"/> Fluff up curtains <input type="checkbox"/> Check for Vacation Home Information Book placement on the dinning room table <p>Outside</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clean barbeque <input type="checkbox"/> Fill propane tank <input type="checkbox"/> Check for full extra tank <input type="checkbox"/> Check for wood supply <input type="checkbox"/> Sweep deck and stairs <input type="checkbox"/> Wipe of deck chairs and table <input type="checkbox"/> Pick-up any garbage in yard 	<p>Kitchen</p> <ul style="list-style-type: none"> <input type="checkbox"/> Empty dishwasher <input type="checkbox"/> Clean toaster and shake out extra crumbs <input type="checkbox"/> Clean oven <input type="checkbox"/> Clean stove (use SOS around burner surrounds) <input type="checkbox"/> Clean microwave <input type="checkbox"/> Check drawer and cupboard pulls for sticky stuff <input type="checkbox"/> Clean & wash out fridge / freezer <input type="checkbox"/> Wipe top of fridge <input type="checkbox"/> Clean sinks <input type="checkbox"/> Wash counters <input type="checkbox"/> Empty trashcans <input type="checkbox"/> Wash towels <input type="checkbox"/> Wash floors <input type="checkbox"/> Fluff up curtains <p>Dining Room</p> <ul style="list-style-type: none"> <input type="checkbox"/> Wash table and buff with dry cloth <input type="checkbox"/> Pull dust off of the feet of chairs <input type="checkbox"/> Vacuum (include base boards and window sills) <ul style="list-style-type: none"> <input type="checkbox"/> Wash floors <input type="checkbox"/> Fluff up curtains <input type="checkbox"/> Check for Vacation Home Information Book placement on the dinning room table <p>Additional Items</p> <ul style="list-style-type: none"> <input type="checkbox"/> Wash rugs in hallway and entrance <input type="checkbox"/> Replace burnt out light bulbs <input type="checkbox"/> Check lights <input type="checkbox"/> Check thermostat <input type="checkbox"/> Check fireplace dampers <input type="checkbox"/> Check door locks <input type="checkbox"/> Check key placement <input type="checkbox"/> Take care of disposing of garbage <input type="checkbox"/> Take care of disposing of recycling <input type="checkbox"/> Water plants (inside and outside) 	<p>Living / Family rooms</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clean fireplace <input type="checkbox"/> Clean woodstove <input type="checkbox"/> Dust furniture & pictures <input type="checkbox"/> Tidy books and magazines <input type="checkbox"/> Vacuum couch, chairs, base boards, window sills and floor <input type="checkbox"/> Flip cushions <input type="checkbox"/> Empty wastebaskets <input type="checkbox"/> Fluff up curtains <p>Supplies</p> <p>Ensure there is an adequate supply of each of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coffee filters <input type="checkbox"/> 1 starter pkg of coffee <input type="checkbox"/> Salt & Pepper <input type="checkbox"/> Sugar & general spices <input type="checkbox"/> Dishwasher detergent <input type="checkbox"/> Dish soap <input type="checkbox"/> Laundry soap <input type="checkbox"/> Window cleaner <input type="checkbox"/> Bathroom cleaner <input type="checkbox"/> All purpose cleaner <input type="checkbox"/> Paper towels <input type="checkbox"/> Toilet paper – at least 4 spare rolls <input type="checkbox"/> Kleenex <input type="checkbox"/> Saran wrap & aluminum foil <input type="checkbox"/> Replacement light bulbs <input type="checkbox"/> Matches <input type="checkbox"/> Garbage bags
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