**CLEANING CHECKLIST**

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| |  |  | | --- | --- | | **Regular house cleaning tasks** | | |  | Dust all furniture, shelves and decor | |  | Dust window ledges and blinds | |  | Dust lamps, light fixtures, and ceiling fans | |  | Dust baseboards | |  | Wipe down doors and doorframes | |  | Clean out all corners for cobwebs | |  | Tidy shoe closets | |  | Vacuum all floors, carpets, rugs, and stairs | |  | Mop hard floors | |  | Clean glass surfaces | |  | Vacuum sofa | |  | Straighten pillows and linens | |  | Empty and replace wastebasket | | |  |  | | --- | --- | | **Weekly cleaning checklist** | | |  | Vacuum floors and furniture | |  | Sweep all floors | |  | Mop kitchen and bathroom floors | |  | Dust furniture | |  | Change bedding | |  | Wipe down kitchen appliances | |  | Clean microwave | |  | Sanitize sponges | |  | Disinfect doorknobs and light switches | |
| |  |  | | --- | --- | | **Monthly cleaning checklist** | | |  | Wipe baseboards | |  | Wash windows | |  | Clean blinds | |  | Dust and clean grime from ceiling fan | |  | Dust and vacuum air vents | |  | Wipe chair rails | |  | Wash blankets | |  | Wash mattress pads | |  | Deep clean kitchen appliances | |  | Clean out pantry | |  | Scrub tile grout | |  | Clean light fixtures | |  | Spot treat carpet and upholstery | |  | Wipe down door frames | |  | Clean garage | |
| |  |  | | --- | --- | | **Move-out cleaning checklist** | | |  | Clean doors, walls, and shelves | |  | Dust baseboards, windowsills, and shelves | |  | Dust closets | |  | Wipe interior and exterior of cabinets | |  | Sweep, mop, or vacuum floors | |  | Remove cobwebs | |  | Replace burnt out light bulbs | |  | Dust light fixtures | |  | Clean shower, tub, sinks, and toilet | |  | Clean laundry machines | |  | Remove nails and hooks from walls | |  | Spot clean walls | |  | Wash windowsills and baseboards | |  | Remove carpet stains | |  | Wipe down and disinfect all countertops | |
| |  |  | | --- | --- | | **Deep cleaning checklist** | | |  | Clean and disinfect | |  | the inside of the oven, stove grates | |  | inside of the refrigerator | |  | inside of the dishwasher | |  | the walls behind large appliances | |  | ceiling fans | |  | Polish metal hardware | |  | Clean grout from shower tiles | |
| |  |  | | --- | --- | | **Cleaning checklist for Airbnb** | | |  | Wash and change bedsheets | |  | Wash towels and bathrobes | |  | Clean the kitchen | |  | Throw out leftover food | |  | Dust furniture and other surfaces | |  | Wipe down countertops | |  | Sweep and mop floors | |  | Vacuum carpets and rugs | |  | Vacuum all sofas and underneath furniture | |  | Clean toilets, showers, and bathtubs | |