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CHECKLIST TEMPLATE

CLEANING CHECKLIST

Room/Area:

- [ ] Floors swept/vacuumed/mopped
- [ ] Carpets vacuumed
- [ ] Baseboards cleaned
- [ ] Window sills wiped
- [ ] Mirrors cleaned
- [ ] Furniture dusted/polished
- [ ] Trash emptied
- [ ] Surfaces wiped down/disinfected
- [ ] Light fixtures dusted off
- [ ] Cobwebs removed
- [ ] Doors wiped down



Kitchen:

- [ ] Countertops wiped down/ disinfected
- [ ] Sink cleaned
- [ ] Appliances wiped down
- [ ] Microwave cleaned inside and out
- [ ] Stove top cleaned
- [ ] Oven cleaned
- [ ] Refrigerator wiped down
- [ ] Cabinets wiped down
- [ ] Floors swept/mopped



General: