



### 1. Assessment: Walk and Note

- Quick walk of the home
- Strip beds and start 1st load of laundry
- Locate all remotes and check batteries
- Confirm all interior & exterior lights and fans are working
- Check filters
- Photograph, clear & note any damages, lost & found, etc.

### 2. Dishwasher

- Load and start

### 3. Laundry

- Strip Beds \*check for stains, treat accordingly
- Gather towels, dish rags, and floor mats
- Start 1st load of laundry
- Restock

### 4. Dust

- Top to Bottom
- Fans
- Wall hangings
- Blinds & window sills
- Furniture: shelves, cubbies, cabinet doors, details
- Lamps and bulbs
- Railings & bed posts
- Baseboards

### 5. Bathrooms

- Shake shower curtain
- Clean & dry entire shower / tub, special focus on floor and glass doors
- Clean inside and entire outside of toilet, pay attn to base and floor



- Check baseboards, doors and walls
- Clean & dry sinks and counters
- Refill TP and soaps
- Wipe down all soap bottles
- Shine all fixtures
- Change garbage bag, leave extra(s)
- Linen closet neat and presenting well

#### **6. Kitchen**

- Dishes / Empty Dishwasher
- Coffee Pot - remove old, wipe / rinse clean
- Fridge / Freezer \*interior and exterior
- Microwave \*check ceiling
- Wipe and clean under toaster, etc
- Wipe tables & chairs \*pay attn to legs
- Clean stove tops and burners
- Wipe out oven, if needed
- Check & organize clean dishes, cookware, and appliances in cabinets / drawers
- Clean all glass (cabinets, windows, etc)
- Clean & organize condiments \*cabinets and fridge
- Wipe out drawers & cabinets
- Clean and dry counters and sink
- Check baseboards, doors and walls
- Change garbage bag, leave extras
- Wipe garbage can
- Restock

#### **7. Bedrooms**

- Check baseboards, doors and walls
- Wipe tables and dressers
- Make beds, meticulously check / lint roll as you go
- Make sure closets and extra linens are neat & presenting well

#### **8. Living Areas (including hallways, additional rooms)**

- Check baseboards, doors and walls
  - Check for fabric stains and treat accordingly
- \*photograph and note



- Wipe tables
- Wipe remotes
- Clear TV of smudges and fingerprints
- Reorganize books, games, etc
- Make sure closets and cubbies are neat & presenting well
- Sticky roll / Vacuum pillows

#### **9. Exterior**

- Clear doorways of debris \*bag and toss
- Decobweb doorways and immediate areas
- Pick up any loose trash in the yard
- Pick up pet waste
- Wipe and clear gathering areas
- Check propane / charcoal levels and note
- Check grill, scrape clean as needed
- Check on string lights - working? Need replacement bulbs?
- Note firewood needs, if applicable
- Note if trash is full or overflowing

#### **10. Vacuum / Sweep entire home**

- Behind doors, inside closets
- Under beds, furniture
- In between and under couch cushions
- Pay attn to edges, especially in Kitchen
- Clean out vacuum

#### **11. Final Walk (before mopping)**

- CHECK FOR HAIR / debris / etc as you go
- Confirm restockables & home specifics (see pg 2) and note any needs
- Wipe all light switches and door knobs
- Confirm all doors & windows are locked
- Blinds & Curtains in proper position
- Take final pics
- MOP your way out the door
- Lock exit door and CONFIRM it's locked