

# DEEP CLEANING CHECKLIST

Updated November 2020

## Entry Way:

- \_\_\_ Sweep Welcome mat
- \_\_\_ Thoroughly clean outside screen door
- \_\_\_ Thoroughly clean exterior front door
- \_\_\_ Thoroughly clean interior front door
- \_\_\_ Clean walls in entry way from scuffs, marks or dents
- \_\_\_ Wash all baseboards
- \_\_\_ Clean & dust any artwork

## Living Room:

- \_\_\_ Thoroughly clean & vacuum couch
- \_\_\_ Thoroughly clean & vacuum chair/recliner
- \_\_\_ Pull out/open sofa bed to clean & vacuum
- \_\_\_ Wash all baseboards
- \_\_\_ Clean walls, woodwork & artwork
- \_\_\_ Clean ceiling fans & surround ceiling
- \_\_\_ Clean louvered doors (inside & out)
- \_\_\_ Dust all artificial plants, lampshades, knickknacks, etc.
- \_\_\_ Clean & organize all closets & drawers
- \_\_\_ Wipe down all blinds & window sills

## Master Bedroom:

- \_\_\_ Wash all blankets, curtains, valances or DRY CLEAN if need be
- \_\_\_ Launder bedspread & comforters; DRY CLEAN if needed – PRIOR APPROVAL NEEDED
- \_\_\_ Wash or replace pillows
- \_\_\_ Wash or replace mattress pads
- \_\_\_ Scrub floors
- \_\_\_ Wash small rugs
- \_\_\_ Wipe down all blinds & window sills

- \_\_\_ Wipe down all chests/dressers
- \_\_\_ Wash all baseboards
- \_\_\_ Clean walls, woodwork & artwork
- \_\_\_ Clean & organize closets & drawers
- \_\_\_ Put extra pillows & blankets in sanitary bags in the closet

**Guest Bedroom:**

- \_\_\_ Wash all blankets, curtains, valances or DRY CLEAN if need be
- \_\_\_ Launder bedspread & comforters; DRY CLEAN if needed – PRIOR APPROVAL NEEDED
- \_\_\_ Wash or replace pillows
- \_\_\_ Wash or replace mattress pads
- \_\_\_ Wipe down all blinds & window sills
- \_\_\_ Wipe down all chests/dressers
- \_\_\_ Scrub floor
- \_\_\_ Wash small rugs
- \_\_\_ Wash all baseboards
- \_\_\_ Clean walls, woodwork & artwork
- \_\_\_ Clean & organize closets & drawers
- \_\_\_ Put extra pillows & blankets in sanitary bags in the closet

**Master Bathroom:**

- \_\_\_ Clean shower/tub
- \_\_\_ Clean sink
- \_\_\_ Clean toilet (behind & lift tank lid to clean)
- \_\_\_ Wash shower curtains
- \_\_\_ Wash/replace shower liner
- \_\_\_ Clean & organize interior of cabinets & drawers
- \_\_\_ Clean exterior of cabinets & drawers
- \_\_\_ Clean medicine cabinets

## **Guest Bathroom:**

- \_\_\_ Clean shower/tub
- \_\_\_ Clean sink
- \_\_\_ Clean toilet (behind & lift tank lid to clean)
- \_\_\_ Wash shower curtains
- \_\_\_ Wash/replace shower liner
- \_\_\_ Clean & organize interior of cabinets & drawers
- \_\_\_ Clean exterior of cabinets & drawers
- \_\_\_ Clean medicine cabinets

## **Laundry:**

- \_\_\_ Clean exterior, beside & under washer
- \_\_\_ Clean exterior, beside & under dryer
- \_\_\_ Clean inside of washer
- \_\_\_ Clean inside of dryer
- \_\_\_ Clean inside the dryer vent
- \_\_\_ Wash baseboards
- \_\_\_ Wash door
- \_\_\_ Scrub floor

## **Kitchen:**

- \_\_\_ Clean & pull out the stove (replace drip pans if needed)
- \_\_\_ Clean oven (pull out bottom drawer and clean)
- \_\_\_ Clean & pull out the refrigerator
- \_\_\_ Clean the dishwasher
- \_\_\_ Clean & make sure garbage disposal is in working condition
- \_\_\_ Clean under sink & around garbage disposal
- \_\_\_ Clean & wipe interior/exterior of trash can
- \_\_\_ Clean interior & exterior of the microwave
- \_\_\_ Clean small appliances (coffee maker, toaster, can opener, etc.)

\_\_\_ Clean & organize the interior of all cabinets & drawers

\_\_\_ Clean & organize the exterior of all cabinets & drawers

**Balcony/Patio:**

\_\_\_ Sweep ceiling, walls & screens for cobwebs

\_\_\_ Clean furniture thoroughly

\_\_\_ Make sure furniture is in working condition

\_\_\_ Sweep & mop floor

\_\_\_ Clean or replace outside rugs

\_\_\_ Thoroughly clean interior of sliding door

\_\_\_ Thoroughly clean exterior of sliding door

\_\_\_ Clean sliding door track

**Recommendations:**

\_\_\_ Clean Carpet (ALL ROOMS)

\_\_\_ Clean floor tile & grout

\_\_\_ Clean area rugs

**Notes:**

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## Kitchen

\_\_\_ Can Opener (hand or electric)  
\_\_\_ Coffee Maker \_\_\_\_\_  
\_\_\_ Colander \_\_\_\_\_  
\_\_\_ Cork Screw \_\_\_\_\_  
\_\_\_ Baking Dishes(2) \_\_\_\_\_  
\_\_\_ Broiler Pan \_\_\_\_\_  
\_\_\_ Roasting Pan \_\_\_\_\_  
\_\_\_ Fry Pan(small) \_\_\_\_\_  
\_\_\_ Fry Pan(large) \_\_\_\_\_  
\_\_\_ Sauce Pan(small) \_\_\_\_\_  
\_\_\_ Sauce Pan(med) \_\_\_\_\_  
\_\_\_ Sauce Pan(large) \_\_\_\_\_  
\_\_\_ Spaghetti Pot \_\_\_\_\_  
\_\_\_ Dinner Knives(6) \_\_\_\_\_  
\_\_\_ Butcher Knives(2) \_\_\_\_\_  
\_\_\_ Paring Knives(2) \_\_\_\_\_  
\_\_\_ Steak Knives(6) \_\_\_\_\_  
\_\_\_ Forks(6) \_\_\_\_\_  
\_\_\_ Teaspoons(6) \_\_\_\_\_  
\_\_\_ Tablespoons(6) \_\_\_\_\_  
\_\_\_ Ladles(2) \_\_\_\_\_  
\_\_\_ Rubber Spatula \_\_\_\_\_  
\_\_\_ Serving Spoon \_\_\_\_\_  
\_\_\_ Cutting Board \_\_\_\_\_  
\_\_\_ Bowls(6) \_\_\_\_\_  
\_\_\_ Plates(6) \_\_\_\_\_  
\_\_\_ Saucers(6) \_\_\_\_\_  
\_\_\_ Beverage Glasses(6) \_\_\_\_\_  
\_\_\_ Juice Glasses(6) \_\_\_\_\_  
\_\_\_ Hand Mixer \_\_\_\_\_  
\_\_\_ Juice Pitcher \_\_\_\_\_  
\_\_\_ Measuring Cups/Spoons \_\_\_\_\_  
\_\_\_ Microwave \_\_\_\_\_  
\_\_\_ Mixing Bowls \_\_\_\_\_  
\_\_\_ Pot Holders(2) \_\_\_\_\_  
\_\_\_ Salt/Pepper Shakers empty  
\_\_\_ Serving Plates(2) \_\_\_\_\_  
\_\_\_ Garbage Can \_\_\_\_\_  
\_\_\_ Silverware Tray \_\_\_\_\_  
\_\_\_ Toaster \_\_\_\_\_  
\_\_\_ Bottle Opener \_\_\_\_\_  
\_\_\_ Ice Tray(4) empty \_\_\_\_\_  
\_\_\_ Wine Glasses(6) \_\_\_\_\_

## INVENTORY CHECKLIST

### Living Room

\_\_\_ Lamps (2) \_\_\_\_\_  
\_\_\_ Large Chair/Love Seat \_\_\_\_\_  
\_\_\_ Sofa/Sleeper \_\_\_\_\_  
\_\_\_ 32" Plus TV w/remote \_\_\_\_\_  
\_\_\_ DVD Player \_\_\_\_\_  
\_\_\_ Telephone \_\_\_\_\_  
\_\_\_ Wireless Internet \_\_\_\_\_

### Bedrooms

\_\_\_ Alarm Clock/Radio \_\_\_\_\_  
\_\_\_ 2<sup>nd</sup> TV \_\_\_\_\_  
(Master Room 32" Plus)  
\_\_\_ Lamp(1 per room) \_\_\_\_\_  
\_\_\_ Mattress Pad(1 per bed) \_\_\_\_\_  
\_\_\_ Pillows(4-6) \_\_\_\_\_  
\_\_\_ Bedspread(1 per bed) \_\_\_\_\_  
\_\_\_ Blanket(1 per bed) \_\_\_\_\_

### Bathrooms

\_\_\_ Shower Curtain \_\_\_\_\_  
\_\_\_ Shower Liner \_\_\_\_\_  
\_\_\_ Toilet Brush/Holder \_\_\_\_\_  
\_\_\_ Waste Basket \_\_\_\_\_  
\_\_\_ Plunger \_\_\_\_\_  
\_\_\_ Rubber Tub Mats \_\_\_\_\_  
(can be rolled up in closet)

### Utility Room

\_\_\_ Broom \_\_\_\_\_  
\_\_\_ Dust Pan \_\_\_\_\_  
\_\_\_ Fire Extinguisher \_\_\_\_\_  
\_\_\_ Iron/Board \_\_\_\_\_  
\_\_\_ Mop \_\_\_\_\_  
\_\_\_ Bucket \_\_\_\_\_  
\_\_\_ Vacuum \_\_\_\_\_  
\_\_\_ Vacuum Bag Size \_\_\_\_\_

\*No carpet-vacuum not needed

\*Swifter Products \_\_\_\_\_

## UNIT #

### Patio

\_\_\_ 2 Chairs \_\_\_\_\_  
\_\_\_ 1 Table \_\_\_\_\_

### Optional Items

(Highly suggested)

\_\_\_ Blender \_\_\_\_\_  
\_\_\_ Cake Pans \_\_\_\_\_  
\_\_\_ Ceiling Fans \_\_\_\_\_  
\_\_\_ Wall Clock \_\_\_\_\_  
\_\_\_ Cookie Sheets \_\_\_\_\_  
\_\_\_ Additional DVD Player \_\_\_\_\_  
\_\_\_ Ice Maker \_\_\_\_\_  
\_\_\_ Muffin Pans \_\_\_\_\_  
\_\_\_ Sofa Bed \_\_\_\_\_  
\_\_\_ Stereo \_\_\_\_\_  
\_\_\_ Tea Kettle \_\_\_\_\_  
\_\_\_ 3<sup>rd</sup> TV \_\_\_\_\_

(Guest Room 19" Plus)

\_\_\_ Beach chairs  
\_\_\_ Boogie boards

### O&R Provides

AT OWNER'S EXPENSE

\_\_\_ Sheets/Pillows  
\_\_\_ K \_\_\_ Q \_\_\_ T \_\_\_ Sofa  
\_\_\_ 6 Bath Towels \_\_\_\_\_  
\_\_\_ 4 Hand Towels \_\_\_\_\_  
\_\_\_ 6 Wash Towels \_\_\_\_\_  
\_\_\_ 2 Floor Mats \_\_\_\_\_  
\_\_\_ 2 Dish Towels \_\_\_\_\_  
\_\_\_ 2 Dish Rags \_\_\_\_\_

### NOTES

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