

# Residential Standard Cleaning Checklist

Room-by-room tasks for a regular maintenance clean. Tick as you go; note anything skipped.

Client

Service address

Date

Cleaner(s)

Time in

Time out

## Kitchen

Wipe and disinfect countertops

Clean stovetop, burners, knobs and control panel

Wipe exterior of fridge, dishwasher and small appliances

Spot-wipe cabinet fronts and handles

Wipe backsplash

Load / run dishwasher or wash dishes (if agreed)

Wipe switches and door handles

Mop floor

Clean sink, faucet and drain area

Wipe exterior of oven and range hood

Clean microwave inside and out

Wipe table, chairs and bar stools

Empty trash and recycling, replace liners

Dust window sills, ledges and light fixtures

Sweep / vacuum floor

Notes

## Bathrooms

Scrub and disinfect toilet: bowl, seat, lid, base and behind

Clean sink, faucet and counter

Spot-wipe cabinet fronts and handles

Empty trash, replace liner

Wipe towel bars, paper holder and hooks

Wipe switches and door handles

Sweep / vacuum floor

Clean shower / tub, walls, doors and tracks

Clean mirrors and glass

Restock toilet paper and hand soap (if supplied)

Shake out and straighten bath mats

Dust vents, light fixtures and ledges

Hang towels neatly / replace if provided

Mop and disinfect floor

Notes

## Bedrooms

Make beds (change linens if provided)

Dust lamps, picture frames and décor

Wipe mirrors

Empty trash, replace liner

Vacuum carpets and rugs, including edges

Mop hard floors

Wipe closet doors and tidy closet floor

Dust headboard, nightstands and dressers

Dust window sills, ledges and blinds (light)

Tidy surfaces (leave personal items where they are)

Wipe switches and door handles

Vacuum or sweep hard floors

Vacuum under bed where reachable

Notes

## Living and dining areas

Dust all surfaces, shelves and décor

Dust TV, media console and electronics (dry cloth)

Wipe coffee table, side tables and dining table  
Vacuum upholstery, including under cushions  
Dust window sills, ledges and blinds (light)  
Wipe switches, door handles and door fronts  
Remove cobwebs from corners and ceilings  
Vacuum / sweep hard floors

Fluff cushions, fold throws, straighten furniture  
Dust ceiling fans and light fixtures (reachable)  
Clean glass tabletops and interior glass doors  
Empty trash, replace liner  
Vacuum carpets and rugs  
Mop hard floors

Notes

### Entry, hallway and stairs

Sweep / vacuum entry mat and floor  
Vacuum stairs: treads, risers and edges  
Wipe inside of front door, frame and glass  
Wipe switches and door handles  
Straighten shoes, mats and coats

Mop hard floor  
Dust handrail, banister and spindles  
Dust console tables, hooks and shelves  
Remove cobwebs  
Dust baseboards (light)

Notes

### Laundry room

Wipe washer and dryer exterior and tops  
Wipe lint trap surround  
Wipe counters and folding surfaces  
Empty trash  
Sweep / vacuum floor

Wipe detergent drawer and door seal (surface)  
Clean sink and faucet  
Dust shelves and ledges  
Fold / put away clean laundry (if agreed)  
Mop floor

Notes

### All rooms: finishing

Cobwebs removed (reachable areas)  
Doors, frames and switch plates spot-wiped  
Furniture and décor returned to place  
Windows closed and doors locked  
Supplies and equipment packed, nothing left behind  
Client notes / requests recorded

Baseboards dusted (light)  
Trash emptied throughout  
Lights, thermostat and blinds left as found  
Alarm set and keys returned as agreed  
Final walkthrough of every room  
Photos taken (if required)

Notes

Not done / why (and what to do next visit)

Products used / supplies running low

Client requests for next visit

\_\_\_\_\_  
Cleaner signature

\_\_\_\_\_  
Date