

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