

CLEANING CHECKLIST

USE OF DISPOSABLE GLOVES, MASKS AND OTHER PERTINENT PPE IS RECOMMENDED.

CHANGING GLOVES REGULARLY, BETWEEN TASKS IS ALSO RECOMMENDED TO REDUCE RISK OF CROSS-CONTAMINATION.

KITCHEN

Remove all dishes, glassware, pots, pans, etc. and make sure every item is clean.
Neatly organize dishes, glassware, pots, pans, etc. when putting them away.
Wipe inside of all kitchen cabinets and drawers.
Wipe down the front of all cabinets and drawers - including kick plate and molding.
If wood, ensure cabinets are wiped down with wood polish.
Remove all silverware and utensils from drawers and organizers and make sure every item is clean.
Wash out utensil holders then neatly organize the utensils when putting them away.
Sanitize the inside of the fridge and freezer then wipe the seals around the fridge and freezer doors to prevent/remove mildew. Disinfect door handles on all appliances.
Clean the inside of all large and small appliances.
If stainless-steel, ensure stainless-steel polish is used on appliances.
Clean inside of oven and racks.
Pull out oven and wipe the sides and walls.
Soak and scrub burner pans then lift the top of the stove and clean under burners.
Glass cook tops to be cleaned with razor and stove top glass cleaner.
Wipe down all walls and backsplashes.
Bleach and scrub rim of drop in sinks. Disinfect and clean sink faucet and handle also remove any hard water buildup.
Scrub and disinfect counter tops and clean on/around/under all items on the counters including any cords.
Clean reachable light fixtures and disinfect light switch plates removing dirt and food smudges. Sanitize all door handles and surfaces.
Wipe spills and food out of and edges around the dishwasher.
Clean and deodorize garbage disposal. (Diced lime or garbage disposal cleaner both work.)
Clean coffee maker by running a cycle with vinegar then rinsing thoroughly.
Dust top of cabinets and wipe the top of the fridge.
Clean all major and minor appliances, inside and out.
Clean the inside and outside of the garbage can.
Clean and organize pantry.
Use degreaser on vents under microwave.

BATHROOMS

Wipe under sink and vanity drawers.
Wipe the front of the vanity cabinets and kick plate.
If wood, ensure vanity cabinets are wiped down with wood polish.
Clean reachable light fixtures.
Wipe or wash shower curtain.
Clean and/or replace shower curtain liner as needed.
Clean tile, grout and sliding shower doors.
Clean and bleach shower door tracks.
Scrub floors and bleach the crevices around the tub, toilet, sink and sink fixtures. Remove all dirt,hair,debris and disinfect floor.
Wipe down walls and backsplash including disinfecting inside of shower walls.
Clean and disinfect toilet including flush handle and inside of toilet bowl, tub, sink, sink fixtures and mirrors.
Wipe out medicine cabinet.
Clean and remove hard water buildup from shower heads. Disinfect shower and sink handles.
Wipe down/disinfect tops of towel bars and toilet paper holders.
Dust all decorative items removing any fingerprints or dirt.

CLEANING CHECKLIST

BEDROOMS

	Wash all stained bedding, pillow shams, pillow protectors and bed skirts.
	Wipe inside and out of all furniture, disinfect remotes, switches, lamps, TVs and cable boxes.
	Vacuum under beds. Dust ceiling fans and disinfect all pull chains.
	Move furniture to vacuum behind and under all pieces. Sanitize light switches, door handles and all surfaces.
	Wash mattress and pillow protectors. (Report to office if any are missing or damaged)
	Disinfect headboards and spot-clean any dirt marks on walls.

LIVING/DINING ROOM & COMMON AREA

	Vacuum under all furniture cushions. Spray disinfectant on cushions and arm rests.
	Spot clean sofa, chairs and barstools as needed.
	Vacuum under and behind all furniture.
	Wipe down all table bases. Sanitize all light switches, door knobs and countertops/surfaces.
	Clean top and underside of glass including mirrors.
	If wood, ensure furniture is wiped down with wood polish.
	Vacuum on and under all area rugs.
	IF DUSTY wipe down all knick knacks with a damp rag.
	Wipe out all drawers and organize contents.
	Vacuum all stairs thoroughly; including using a crevice tool where the walls meet the floors.
	Wipe table, chairs and barstools from top to bottom. Clean AC control box.
	Dust decorative items. Disinfect remotes, switches, lamps, TVs and cable boxes.

WINDOWS AND BLINDS

	All verticals, mini and faux wood blinds should be wiped down if dusty.
	If wood, ensure blinds are wiped down with wood polish.
	Wipe out all window sills and trims. Clean windows removing any marks and smears.
	Clean sliders and glass doors thoroughly including any door handles or knobs and surfaces.

PATIOS, GARAGES, LAUNDRY ROOM, ETC.

	Sweep all cobwebs from the ceilings and walls.
	Wipe down all furniture, top to bottom and disinfect cushions and arm rests.
	Clean sliding doors and wipe out tracks.
	Clean reachable light fixtures, if needed including any ceiling fans.
	Sweep floors and mop, if applicable.
	Vacuum dryer lint trap.
	Organize all beach toys and get rid of any trash.
	Wipe down the sides and tops of the washer and dryer including sanitizing knobs, handles and countertops.

DEEP CLEANING CHECKLIST

FANS, BASEBOARDS, DOORS, ETC.

	Use a magic sponge to wipe scuff marks off of all doors and walls.
	Sweep all baseboards.
	Wipe off all ceiling fan blades, glass fixtures and bulbs.
	Wipe door jams and around door frames.
	Clean and disinfect inside and outside of entry door.
	Disinfect commonly touched items - door knobs, handles, light switches, switch plates and surfaces.

ALL LIVING SPACES

	Dust and wipe down vents.
	Wash and dry all rugs (that will fit into the washer) if dirty or stained.
	Thoroughly clean all floors to remove dust, dirt, sand and any other particles.
	Wipe down any dusty silk plants.
	Organize all closets throughout property.
	Wipe down any reachable pendant fixtures.
	Dust moulding and walls with cobwebs.
	Dust all pictures and frames throughout property.
	Use ceiling fans (or open windows, if no ceiling fans) to aerate property.
	Use a pressurized pump sprayer to distribute a sanitizing product across all soft surfaces.
	DO NOT shake out linen; Simply bag in a laundry bag then place inside of a plastic trash or contractor bag.
	Wash, dry and disinfect trash barrel or bin before placing a fresh liner inside.

STATES OF CLEAN

Cleaning is defined by the CDC as "the removal of germs, dirt and impurities from surfaces. It does not kill germs; however, by removing them, it lowers their numbers as well as the risk of spreading infection.

Sanitizing corresponds with cleaning as it refers to reducing the number of germs to a safe level by cleaning.

Disinfecting is a separate step that should come AFTER cleaning. It refers to the killing of nearly 100% of germs on surfaces or objects.

EPA List of Disinfectants

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>