

MAKE ROOM READY CHECKLIST

Room # _____ Vacant On: _____ Cleaned By: _____ Date Cleaned: _____

KITCHEN:

- _____ Clean under and behind all appliances
- _____ Clean stovetop (replace drip pans if needed) Clean inside of oven/vent a hood
- _____ Wipe top of frig and clean Frig and Freezer
- _____ Clean Sinks / Check Drain
- _____ Clean Microwave inside and out
- _____ Wipe out all cabinets and drawers

BATHROOM:

- _____ Clean tub and shower area/Replace (if need) and close Shower Curtain
- _____ Clean toilet bowl/tank and around the bottom make sure flushes OK
- _____ Check Drains in Shower/Tub

LIVING AREA:

- _____ Wipe everything down
- _____ Clean behind/under furniture and bed
- _____ Change bed bug covers (as needed)
- _____ Clean AC filters/Vacuum Coils and wipe down case
- _____ Wipe down TV (check that both remotes are in the room)

OTHER:

- _____ Wipe down all walls (as needed)
- _____ Make sure ALL lights are working
- _____ Clean windows and blinds
- _____ Sweep/Mop
- _____ Report any damage (including nails in walls)
- _____ Putty and Touch Up Paint as Needed

Cleaner Signature: _____

Room Credit Amt: _____

Verified By: _____

Date Verified: _____