

Cleaning Checklist

Room-by-room guide for consistent, guest-ready turnovers. Check off each task after completion.

PROPERTY

DATE

CLEANER



Kitchen

~20 min

- | | |
|--|--|
| ☐ Wash, dry & put away all dishes | ☐ Check fridge for leftover guest food |
| ☐ Clean sink & faucet (no watermarks) | ☐ Empty & reline trash / recycling bins |
| ☐ Wipe all countertops & backsplash | ☐ Wipe cabinet fronts & handles |
| ☐ Clean stovetop, burners & knobs | ☐ Clean coffee maker / kettle |
| ☐ Wipe inside & outside of microwave | ☐ Restock dish soap, sponge & towels |
| ☐ Clean outside of fridge (handle!) | ☐ Sweep & mop floor |

 Photo proof: countertop, stovetop, inside fridge



Bathroom(s)

~15 min each

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|---|--|
| ☐ Scrub & disinfect toilet (inside, outside, base) | ☐ Restock toilet paper (2+ rolls visible) |
| ☐ Clean shower / tub (walls, floor, drain) | ☐ Replace towels: bath, hand, floor mat |
| ☐ Clean shower glass or curtain | ☐ Restock soap, shampoo, conditioner |
| ☐ Scrub sink & faucet (no watermarks) | ☐ Empty trash bin & reline |
| ☐ Clean & polish mirror | ☐ Sweep & mop floor |
| ☐ Wipe all surfaces & shelves | ☐ Check exhaust fan — clean if dusty |

 Photo proof: toilet, shower / tub, towel setup, toiletries



Bedroom(s)

~15 min each

- | | |
|---|---|
| ☐ Strip bed & check mattress for stains | ☐ Empty & wipe inside drawers / wardrobe |
| ☐ Make bed with fresh linens & pillowcases | ☐ Check under bed for forgotten items |
| ☐ Arrange pillows & throw neatly | ☐ Check all lamps & lights work |
| ☐ Dust all surfaces, nightstands, shelves | ☐ Vacuum / mop floor (incl. under bed) |
| ☐ Wipe mirrors & glass surfaces | ☐ Open window for 5 min to air out |

 Photo proof: made bed (wide shot), open wardrobe / drawers



Living Area

~15 min

- | | |
|--|--|
| ☐ Fluff & arrange sofa cushions | ☐ Clean windows & glass doors (smudges) |
| ☐ Fold & place throw blankets | ☐ Check under sofa cushions for items |
| ☐ Dust all surfaces, TV, shelves | ☐ Arrange books, guides & welcome materials |
| ☐ Wipe remote controls & light switches | ☐ Vacuum / mop floor & rugs |



Entrance, Hallway & General

~10 min

- | | |
|--|---|
| ☐ Sweep / mop entryway | ☐ Set thermostat / AC to welcome temp |
| ☐ Clean front door (handle, glass, frame) | ☐ Lock windows, check lockbox / keypad |
| ☐ Wipe all light switches & door handles | ☐ Remove all personal items left by guests |
| ☐ Check all lightbulbs work | ☐ Take out trash to building bins |



Outdoor / Balcony / Terrace

if applicable

- | | |
|--|---|
| ☐ Sweep balcony / patio | ☐ Empty outdoor ashtray if present |
| ☐ Wipe outdoor table & chairs | ☐ Check outdoor lights work |



Laundry & Final Walkthrough

~10 min

- | | |
|--|--|
| ☐ Start / finish laundry (sheets & towels) | ☐ Report any damage or maintenance issues |
| ☐ Clean washer / dryer lint trap | ☐ Final walkthrough — view it as a guest |
| ☐ Restock cleaning supplies for next turnover | |

NOTES / ISSUES TO REPORT

Tired of paper checklists? **Pikapon** turns this into photo-verified digital tasks — automatically scheduled from your booking calendar. Your cleaner takes photos as proof. You verify from anywhere.



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