| Cleaning Checklist Template |
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|  | **Tasks** |  | **Tasks** |
|  | Dust surfaces (furniture, shelves, and fixtures) |  | Clean and disinfect doorknobs and light switches |
|  | Vacuum or sweep the floors |  | Wipe down appliances (microwave, fridge, etc.) |
|  | Mop or steam clean the floors |  | Clean stove and oven |
|  | Wipe down windows and mirrors |  | Wipe down and sanitize dining surfaces |
|  | Clean and sanitize countertops |  | Launder and change bedding |
|  | Clean and disinfect sinks |  | Dust blinds and curtains |
|  | Scrub and sanitize toilets |  | Clean and organize closets |
|  | Clean and polish faucets and fixtures |  | Spot clean walls and baseboards |
|  | Empty trash bins and replace liners |  | Clean and disinfect high-touch surfaces |
|  | Remove cobwebs from corners and ceilings |  | Check for any maintenance or repairs needed |
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| **Notes:** |
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