| 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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