

Cleaning Checklist Template

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

Additional Tasks			
<input type="checkbox"/>		<input type="checkbox"/>	
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