Cleaning Checklist Template

	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

Additional Tasks			
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