

DEEP CLEAN CHECKLIST

DEEP MAINTENANCE CLEAN CHECKLIST

Unit Number _____ Date _____

Room Attendant _____ Inspector _____

EXTERIOR ENTRANCE DOOR/FOYER

		Clean the entrance alcove, removing all sand, dirt, and cobwebs
		Clean the outside of the A/C and all sills
		Clean the mat
		Clean the exterior and interior of the front door
		Wipe all walls making sure to remove scuff marks
		Clean all decorative items in the foyer
		Wet wipe all baseboards
		Clean the corners of the floor with neutral cleaner and a small scrub brush
		Mop the entire floor with neutral cleaner

KITCHEN

		Remove all dishes from the cabinets and wash
		Spray oven, stove, & burner rings with oven cleaner-let soak
		Take all drawers and racks out of the refrigerator, freezer, clean, replace when fridge is clean
		Roll the fridge out and clean the floor, walls, cabinets around it
		Clean entire outside of refrigerator
		Clean entire inside of refrigerator and replace racks and drawers
		Clean inside all the drawers and cabinets-remember the frames and handles inside and out
		Replace the dishes as they are cleaned into the clean cabinets.
		Replace as needed and pay close attention to the bottoms of the cookware.
		Clean decorative items including pictures, mirrors & clocks.
		Remember the inside ledge of the picture frames
		Clean the underside of the top row of the cabinets, and the tops of the bottom row
		Clean the microwave inside, top, vents, and underside
		Clean all lighting fixtures
		Clean all small appliances, including the ice bucket
		Clean the oven and stove top, replacing all rack and burner trays
		Clean the dishwasher and run on empty cycle
		Clean the sink and run hot water for 2 minutes
		Sweep the entire floor paying close attention to corners and baseboards
		Wet wipe all baseboards-clean the corners of the floor with neutral cleaner and a small scrub brush
		Mop the entire floor with neutral cleaner
		Clean all decorative items including all pictures and clocks
		Refill coffee basket
		Clean all wooden doors-remember all the frames and handles inside and out

LIVING ROOM/DINING ROOM

		Move all furniture to the middle of the floor
		Wet wipe all baseboards and vacuum the edges of the carpet with a back pack vacuum
		Clean furniture including: underside of furniture, table & chair base & legs, lattice & wicker
		Remove all drawers and wet wipe, pull out drawers of the entertainment center and wet wipe
		Clean all lighting fixtures
		Clean decorative items including pictures, mirrors & clocks.
		Remember the inside ledge of the picture frames

DEEP CLEAN CHECKLIST

		Room Attendant	Inspector
--	--	-----------------------	------------------

		Clean all wooden doors-remember all the frames and handles inside and out	
		Pull out sleeper and sweep off the mattress and back support material,	
		Wipe down all metal parts of the bed frame	
		Dust/vacuum the curtains-make notes of any spots or tears	
		Vacuum behind all furniture, and move back to proper placement	
		Restock all in room literature and check TV Remote	

BALCONY AREA

		Sweep entire balcony area- mop any spots or spills	
		Clean the tables and chairs to include bottoms and chair legs	
		Clean all lighting fixtures	
		Clean the sliding glass door inside and out	
		Clean the door tracks using a vacuum to get all loose dirt and pay attention to the corners	

MASTER BEDROOM

		Move all furniture to the middle of the floor	
		Clean furniture including: underside of furniture, table & chair base & legs, lattice & wicker	
		Remove all drawers of dressers and nightstands. Wet wipe, clean the bedrails and legs	
		Vacuum under the beds	
		Clean decorative items including pictures, mirrors & clocks.	
		Remember the inside ledge of the picture frames	
		Clean all lighting fixtures	
		Clean all of the vents and the surrounding ceiling area, clean the A/C grill and diffuser	
		Dust/vacuum the curtains-make notes of any spots or tears	
		Clean the inside of the closet-check the hangers and place clean linen in the closet for the sleeper	
		Clean all wooden doors-remember all the frames and handles inside and out	
		Vacuum behind all furniture, and move back to proper placement	
		Place pool towels in the dresser drawer	
		Remake beds with freshly laundered linen	

MASTER BATHROOM

		Clean the ceiling vents and the surrounding area	
		Clean the shower to include the shower head and curtain rod	
		Replace the shower curtain/liner	
		Clean all lighting fixtures	
		Clean the toilet area to include: the bowl, top, sides, and floor behind it	
		Clean the inside of all the drawers and cabinets-remember the frames and handles inside and out	
		Clean outside of cabinets-pay close attention to the recessed areas around the front of the doors	
		Make sure the mirror is clean and streak free	
		Clean the sink and replace the amenities	
		Replace the towels and bath mats	
		Clean all wooden doors-remember all the frames and handles inside and out	
		Wet wipe all baseboards-clean the corners of the floor with neutral cleaner and a small scrub brush	
		Mop the entire floor with neutral cleaner	

GUEST BEDROOM

		Move all furniture to the middle of the floor	
		Wet wipe all baseboards and vacuum the edges of the carpet with a back pack vacuum	
		Clean furniture including: underside of furniture, table & chair base & legs, lattice & wicker	
		Remove all drawers of dressers and nightstands. Wet wipe, clean the bedrails and legs	

DEEP CLEAN CHECKLIST

Room Attendant _____	Inspector _____
-----------------------------	------------------------

		Vacuum under the beds
		Clean decorative items including pictures, mirrors and clocks.
		Remember the inside ledge of the picture frames
		Clean all lighting fixtures
		Clean all of the vents and the surrounding ceiling area, clean the A/C grill and diffuser
		Dust/vacuum the curtains-make notes of any spots or tears
		Clean the inside of the closet-check the hangers
		Clean all wooden doors-remember all the frames and handles inside and out
		Vacuum behind all furniture, and move back to proper placement
		Remake beds with freshly laundered linen

GUEST BATHROOM

		Clean the ceiling vents and the surrounding area
		Clean the shower to include the shower head and curtain rod
		Replace the shower curtain/liner
		Clean all lighting fixtures
		Clean the toilet area to include: the bowl, top, sides, and floor behind
		Clean the inside of all the drawers and cabinets
		Remember frames & handles inside and out- replace the extra toilet supplies under the cabinet
		Clean outside of the cabinets-pay close attention to the recessed areas around the front of doors
		Make sure the mirror is clean and streak free
		Clean the sink and replace the amenities
		Replace the towels and bath mats
		Clean all wooden doors-remember all the frames and handles inside and out
		Wet wipe all baseboards-clean the corners of the floor with neutral cleaner and a small scrub brush
		Mop the entire floor with neutral cleaner

WASHER/DRYER AREA (WHERE APPLICABLE)

		Clean all wooden doors-remember all the frames and handles inside and out
		Wet wipe the entire washer and dryer to include the top, sides, front and inside of the unit
		Clean the lint trap in dryer-vacuum if needed
		Wet wipe all baseboards-clean the corners of the floor with neutral cleaner and a small scrub brush
		Mop the entire floor with neutral cleaner

UTILITY CLOSET (WHERE APPLICABLE)

		Clean all wooden doors-remember all the frames and handles inside and out
		Make sure there is a clean broom, mop, bucket, plunger, iron and ironing board
		DEPENDING ON THE UNIT TYPE SOME OF THESE ITEMS MAY BE IN DIFFERENT LOCATIONS
		Wet wipe all baseboards-clean the corners of the floor with neutral cleaner and a small scrub brush
		Mop the entire floor with neutral cleaner

FINISHING THE UNIT

		Check Everything Off Above List As Completed
		Mop All Tile Floors
		Vacuum All Carpeted Areas
		Take A Few Minutes To Check The Unit
		Report Any Maintenance Issues To Your Supervisor
		Report Any Floor, Carpet, Or Upholstery Items To Your Supervisor