

### **Check list before the cleaner comes:**

#### **Master Bedroom**

Change Sheets and Make Bed.

Wash old sheets and put in basket at the end of the bed.

New pillow cases on all pillows.

Make sure all the pillows look nice, spray room freshener on pillows and blankets. Open the blinds and curtains. Make sure there is nothing on the floor in the closets.

Toilet paper in the bathroom

You have all your make up and toothbrushes, etc. that you need. NOTHING should be on counter except soap and the plant.

Set out shampoo and conditioner and lotion in little green basket on bed. Make it look pretty.

Wash all white towels and roll into basket.

Vacuum closet, bathroom, bedroom.

Mop floor.

Dust windowsills and end tables.

Empty Garbages.

Wipe down sinks and counter.

Wipe down mirror. No finger prints or watermarks.

Make sure laundry is empty and all clothes are washed and put away.

No shampoo or soap or conditioner should be in shower. Put in the bin. (bin goes to garage before you leave).

Put "do not disturb" signs and Wifi Signs with shampoo. Put out two water bottles and a couple of mints on the end of bed.

#### **Bedroom 1**

Look under his bed, make sure there isn't garbage or dirty socks.

New sheets on both beds.. MUST HAVE CLEAN SHEETS ON BED. Take the dirty sheets and wash and put away in hall closet.

Make beds and make sure they look nicely made.

Closet should be clean. Drawers should be closed and not crammed with clothes. Organize if needed.

Spray freshener on sheets, mattress, pillow, etc.

Vacuum and dust windowsills and bedposts and tops of dresser/shelves.

MAKE THE ROOM LOOK and smell SPOTLESS

Put up a do not disturb sign, wifi card, a couple of waters and a couple of mints.

#### **Hall**

Closet: Make sure the blankets and towels and stuff are nice looking and not crammed.

Vacuum and Dust, make sure there is no garbage or clutter on the floor.

Vacuum the steps leading to bonus room.

Vacuum the stairs up to second floor.

Dust railings.

#### **Bonus Room**

Vacuum

Dust

Tidy

Organize bookshelves, Games, DVD's

### **Bedroom 2**

Vacuum

Dust

Tidy

Change and wash sheets and pillow cases

Make bed look nice.

Under his bed—always gross stuff there.

In his closet. Hang up clothes nicely. Put shoes in bins, hats in bins. Make closet look nice.

CHANGE SHEETS AND PILLOW CASES. Spray freshener on sheets, mattress, pillow, etc.

MAKE THE ROOM LOOK SPOTLESS.

Put up a do not disturb sign, wifi card, a couple of waters and a couple of mints.

### **Bedroom 3**

New sheets on bed.

Make bed.

Wash dirty sheets and put in closet for when you get home.

No dirty clothes, no dirty socks

Nothing hiding behind dresser, door, bed. NEEDS TO LOOK LIKE A HOTEL.

Clean closet

Dust

Vacuum

Spray with freshener. MAKE THE ROOM LOOK SPOTLESS.

Put up a do not disturb sign, wifi card, a couple of waters and a couple of mints.

### **Bedroom 4**

New sheets on bed.

Make bed.

Wash dirty sheets and put in closet for when you get home.

No dirty clothes, no dirty socks

Nothing hiding behind dresser, door, bed. NEEDS TO LOOK LIKE A HOTEL.

Clean closet

Dust

Put up a do not disturb sign, wifi card, a couple of waters and a couple of mints.

Vacuum

Spray with freshener. MAKE THE ROOM LOOK SPOTLESS.

Put up a do not disturb sign, wifi card, a couple of waters and a couple of mints.

### **Bathroom 1**

Throw away all garbage. Pack all face creams, toothbrushes and toothpastes. Hang up

CLEAN hand towels on hooks. Clean toilet, sinks, and mirrors. Take out all garbage.

There should be NOTHING on the counter. One hand towel on each hook.

Make sure there is NO DIRTY CLOTHING IN basket.

EXTRA TOILET PAPER IN BATHROOM!!!

Make sure there is a full roll of TP on the actual roll as well.

There should be nothing in the bathtub area. Put all soaps, shampoos, body washes in the plastic bin.

Set out a hotel soap, shampoo, and lotion on counter. Make it look spotless and cute.

### **Hall Bathroom**

Throw away all garbage. Pack all face creams, toothbrushes and toothpastes. Hang up CLEAN hand towels on hooks. Clean toilet, sinks, and mirrors. Take out all garbage.

There should be NOTHING on the counter. One hand towel on each hook.

Make sure there is NO DIRTY CLOTHING IN basket.

EXTRA TOILET PAPER IN BATHROOM!!!

Make sure there is a full roll of TP on the actual roll as well.

There should be nothing in the bathtub area. Put all soaps, shampoos, body washes in the plastic bin.

Set out a hotel soap, shampoo, and lotion on counter. Make it look spotless and cute.

**Clear the stairs.** NOTHING SHOULD BE OUT THAT LOOKS LIKE PEOPLE left stuff!

### **Entry way**

Get rid of all garbage. Dust bench, windowsills and entry table.

Wash the windows so there are no dog prints or fingerprints on windows by front door. Inside and outside.

Make sure the entry closet and hall closet aren't disasters.

Sweep and Mop

### **Entry Way outside**

Make sure things are nice and neat. Water the flowers on the front porch.

### **Living Room**

Dust

Vacuum

Organize piano area

Vacuum under couch and under couch cushions.

### **Office**

All papers and clutter need to go upstairs in dad's closet.

Vacuum

Dust all wood surfaces.

Wipe glass doors with windex.

### **Downstairs bathroom**

Clean toilet

Clean sink

Clean Mirror

Sweep and mop floor.

Toilet Paper

SPOTLESS.

### **Kitchen**

Unload dishwasher

Load all dishes

Run the dishwasher so the only dishes in DW are clean ones.

Tidy up Pantry.

Make sure the fridge is CLEAN.

Set out the welcome sign and the welcome book Make sure the key is on welcome sign.

Cabinets and drawers need to be orderly. Not perfect, but not chaos.  
Clean garbage can and make sure it is empty before you leave.  
Vacuum dog hair under dining table and curtains on sliding door.  
Wipe with windex the sliding glass door in kitchen.

### **Family room**

Tidy this room, bookshelves look nice, the nook table is clean and doesn't have anything on it.  
Dust window sill and all surfaces.  
Vacuum up REALLY well so there isn't any dog hair.  
Mop  
Vacuum the couch and under couch with the hose.

### **Laundry room**

There should be NO DIRTY LAUNDRY IN THE BASKETS. NO CLOTHES IN THE WASHER OR DRYER.

### **Office**

ZERO CLUTTER. Put anything out in the closet and close the closet doors. Spray with room freshener.

### **Front porch**

May need to be swept off. Just make it all look pretty and inviting.

### **MISC.**

Hang up all the white towels. Make sure to only hang up CLEAN TOWELS.  
If you run out of time to get this all ready, Put dirty clothes and dirty towels in the black basket and leave in Master Closet with door locked.  
Clean out fridge  
Mow grass  
Sweep front porch  
Toilet paper in every bathroom (on roll and at least two extra rolls per bathroom).  
Change sheets on ALL BEDS. Change pillow cases too. Make sure sheets are tucked in tight.  
ALL BATHROOMS have to be tidied up. No clothes on the floor, towels need to be hung perfectly, put all extra shampoo and conditioner in garbage if empty or hide them in Master closet if full.  
Set out the hotel shampoo and conditioner in each bathroom.  
Walk through each room, look under beds, behind doors, etc. make sure each room looks SPOTLESS.  
Set out the porta crib if requested.  
If you have time get some flowers to put on the entry table. Maybe pick up some muffins and juice to put in fridge for guests.  
Put out the welcome sign  
Put out the guest sign in book.  
Park all cars elsewhere so there is room for parking.