

Cleaning



CHECKLIST

MAIN ROOM AREA

- ☐ Wipe surfaces (Tables, Whiteboard, etc.)
- ☐ Vacuum/Sweep/Mop/Floors
- ☐ Clean windows
- ☐ Picked up trash in VLL Trash Bin
- ☐ Organize and straighten items

KITCHEN AREA

- ☐ Clean countertops
- ☐ Wipe down cabinets and drawers
- ☐ Clean sink and faucet
- ☐ Stove: clean top, front, and inside
- ☐ Oven: clean outside
- ☐ Microwave: clean inside and outside
- ☐ Refrigerator: clear inside
- ☐ Sweep and mop floor

BATHROOM AREA

- ☐ Clean sink and faucet
- ☐ Sweep floor
- ☐ Trash Picked up

FINAL CHECK

- ☐ Check all rooms for missed spots
- ☐ Ensure that all trash has been removed from the premises
- ☐ Confirm that all appliances and fixtures are in their original place
- ☐ Trash thrown in VLL Trash Bin
- ☐ Damage Deposit Received back
- ☐ Left on reserved end time
- ☐ Final Check with DFRC Employee

