

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

