[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Cleaning service client checklist

Per-client cleaning checklist - their rooms, their priorities, every visit.

Client	[Client name]
Date	[Date]
Cleaner	[Name]

Checks

Check	Yes	No	N/A
All rooms dusted including skirting and shelves	☐	☐	☐
Kitchen - surfaces, hob, sink and bins	☐	☐	☐
Bathrooms - toilet, basin, shower/bath, mirrors	☐	☐	☐
Floors vacuumed and mopped throughout	☐	☐	☐
Bedding changed (if agreed)	☐	☐	☐
Windows and mirrors cleaned (if agreed)	☐	☐	☐
Bins emptied and relined	☐	☐	☐
Client-specific instructions followed - [details]	☐	☐	☐
Pet areas cleaned (if applicable)	☐	☐	☐
Final walk-through - everything to standard	☐	☐	☐

Actions required

[List any issues found and what was done]

Sign-off

Checked by	Signature	Date