Spotless Cleaning Services Ltd

Cleaning service client checklist

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

Client: _____

Date: _____

Cleaner: _____

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 - Use the client's own products in the kitchen; do not move the piano in the lounge.	☐	☐	☐
Pet areas cleaned (if applicable)	☐	☐	☐
Final walk-through - everything to standard	☐	☐	☐

Actions required List any issues found and what was done as agreed at the meeting.

Sign-off

Checked by: _____ **Signature:** _____ **Date:** _____