



COASTAL CHECKLIST FOR CLEANING FORM

DATE: _____ **PROPERTY:** _____

The following has been done and checked in the above property:

- Change and make up beds
- Towels provided for each guest
- Bath mats and toilet paper supplied
- Complimentary soaps provided
- Bathrooms cleaned
- Mirrors cleaned
- All surfaces cleaned including lights
- Kitchen cleaned including cutlery drawer, oven, fridge, cupboards
- Dining table and chairs thoroughly wiped and under table checked
- Check ceilings and window frames for cobwebs
- Kitchen and bathroom floors mopped with cleaning agent and hot water
- Wooden floors cleaned with wooden floor cleaning agent and hot water
- Carpets thoroughly hoovered including corners, under chairs, furniture moved
- Carpet stairs swept and hoovered.
- Cupboards checked and hoovered.
- Supplies checked eg: kitchen paper, bin bags, washing liquid, matches and pegs
- Welcome letter left with property information file and visitor book and noticeboard/coffee table cleared of any useless information.
- Front door step swept.

Please tick appropriate box, to confirm area has been done and checked.

List any observations or comments regarding this property eg: had to remove sofa cover, send a rug for cleaning, supplies supplied etc:

The person in charge of cleaning this property was: _____

This property was signed off by: _____

Time in: _____ **Time out:** _____