

Move Out Cleaning Checklist

Practical cleaning business template • Customize fields before use

Brand customization: This TidyOps-branded example shows a finished presentation. Replace the logo, colors, company details, and placeholders with your own brand before use.

MOVE-OUT CLEANING CHECKLIST

[YOUR COMPANY NAME]

[Phone Number]

[Email Address]

[Website]

JOB DETAILS

Customer / Client:

Property Address:

Unit #:

Service Date:

Cleaner / Team:

Property Type:

☐ House

☐ Apartment

☐ Condo

☐ Townhome

☐ Other:

Approximate Size: sq. ft.

Bedrooms:

Bathrooms:

Property Status:

☐ Completely Vacant

☐ Mostly Vacant

☐ Furniture Remaining

☐ Occupied

Utilities Available:

☐ Electricity

☐ Water

☐ Hot Water

BEFORE CLEANING

- ☐ Confirm property access
- ☐ Confirm utilities are available
- ☐ Walk through property
- ☐ Identify pre-existing damage
- ☐ Photograph/document concerns if required
- ☐ Identify items left behind
- ☐ Confirm cleaning scope
- ☐ Confirm requested add-ons
- ☐ Identify surfaces requiring special care
- ☐ Confirm trash-removal expectations

Pre-Cleaning Notes

KITCHEN

Appliances

- ☐ Clean refrigerator exterior
- ☐ Clean refrigerator interior
- ☐ Clean refrigerator shelves and drawers
- ☐ Clean freezer interior
- ☐ Clean oven exterior
- ☐ Clean oven interior
- ☐ Clean oven racks
- ☐ Clean stovetop
- ☐ Clean burners / grates where applicable
- ☐ Clean range hood exterior
- ☐ Clean microwave exterior
- ☐ Clean microwave interior
- ☐ Clean dishwasher exterior
- ☐ Clean other appliance exteriors

Cabinets & Drawers

- ☐ Clean cabinet fronts



- ☐ Clean cabinet handles
- ☐ Clean inside upper cabinets
- ☐ Clean inside lower cabinets
- ☐ Clean inside drawers
- ☐ Remove crumbs and debris
- ☐ Clean shelving

Surfaces & Fixtures

- ☐ Clean and disinfect countertops
- ☐ Clean backsplash
- ☐ Clean sink
- ☐ Clean faucet
- ☐ Remove accessible mineral buildup
- ☐ Clean window sill
- ☐ Clean interior window if included
- ☐ Clean blinds if included
- ☐ Clean doors
- ☐ Clean door frames
- ☐ Clean handles
- ☐ Clean light switches
- ☐ Clean outlet covers
- ☐ Dust reachable light fixtures
- ☐ Dust reachable vents
- ☐ Remove cobwebs
- ☐ Detail baseboards

Floors

- ☐ Vacuum / sweep thoroughly
- ☐ Clean corners and edges
- ☐ Clean beneath appliances where safely accessible
- ☐ Mop floor
- ☐ Detail floor edges

BATHROOMS

- ☐ Clean and disinfect toilet
- ☐ Clean toilet exterior and base
- ☐ Clean behind toilet where accessible



- ☐ Clean bathtub
 - ☐ Clean shower
 - ☐ Clean shower doors
 - ☐ Clean shower tracks
 - ☐ Clean sink
 - ☐ Clean faucet
 - ☐ Clean countertop
 - ☐ Clean mirror
 - ☐ Clean fixtures
 - ☐ Remove soap buildup
 - ☐ Remove accessible mineral buildup
 - ☐ Clean cabinet fronts
 - ☐ Clean cabinet interiors
 - ☐ Clean drawer interiors
 - ☐ Clean shelving
 - ☐ Clean medicine cabinet if included
 - ☐ Clean doors and frames
 - ☐ Clean handles
 - ☐ Clean light switches
 - ☐ Clean outlet covers
 - ☐ Dust reachable vents
 - ☐ Dust reachable light fixtures
 - ☐ Detail baseboards
 - ☐ Remove cobwebs
 - ☐ Vacuum / sweep floor
 - ☐ Mop and disinfect floor
-

BEDROOMS

- ☐ Dust all accessible surfaces
- ☐ Clean shelves
- ☐ Clean closet shelves
- ☐ Clean closet rods
- ☐ Vacuum / wipe closet interiors
- ☐ Clean mirrors
- ☐ Clean window sills
- ☐ Clean interior windows if included



- ☐ Clean blinds if included
 - ☐ Dust ceiling fans where reachable
 - ☐ Dust reachable light fixtures
 - ☐ Dust reachable vents
 - ☐ Clean doors
 - ☐ Clean door frames
 - ☐ Clean handles
 - ☐ Clean light switches
 - ☐ Clean outlet covers
 - ☐ Detail baseboards
 - ☐ Remove cobwebs
 - ☐ Vacuum carpet thoroughly
 - ☐ Vacuum edges and corners
 - ☐ Mop hard floors
-

LIVING & FAMILY AREAS

- ☐ Dust accessible surfaces
- ☐ Clean built-in shelving
- ☐ Clean fireplace exterior if included
- ☐ Clean mirrors
- ☐ Clean window sills
- ☐ Clean interior windows if included
- ☐ Clean blinds if included
- ☐ Dust ceiling fans where reachable
- ☐ Dust reachable light fixtures
- ☐ Dust reachable vents
- ☐ Clean doors and frames
- ☐ Clean handles
- ☐ Clean light switches
- ☐ Clean outlet covers
- ☐ Detail baseboards
- ☐ Remove cobwebs
- ☐ Vacuum carpet thoroughly
- ☐ Vacuum edges and corners
- ☐ Vacuum rugs if remaining
- ☐ Mop hard floors

DINING AREA

- ☐ Dust surfaces
 - ☐ Clean built-ins
 - ☐ Clean window sills
 - ☐ Clean interior windows if included
 - ☐ Clean blinds if included
 - ☐ Dust reachable light fixture
 - ☐ Clean doors and frames
 - ☐ Clean switches and outlet covers
 - ☐ Detail baseboards
 - ☐ Remove cobwebs
 - ☐ Vacuum / sweep thoroughly
 - ☐ Mop hard floors
-

CLOSETS & STORAGE AREAS

- ☐ Remove loose debris
 - ☐ Dust shelving
 - ☐ Wipe shelving
 - ☐ Clean closet rods
 - ☐ Clean doors and handles
 - ☐ Clean light switches
 - ☐ Detail baseboards
 - ☐ Vacuum / sweep floor
 - ☐ Mop hard floors where applicable
-

LAUNDRY / UTILITY AREA

- ☐ Clean washer exterior
- ☐ Clean dryer exterior
- ☐ Clean utility sink
- ☐ Clean cabinet interiors
- ☐ Clean cabinet exteriors
- ☐ Clean shelving
- ☐ Clean doors and frames

- ☐ Clean switches
 - ☐ Detail baseboards
 - ☐ Remove cobwebs
 - ☐ Vacuum / sweep floor
 - ☐ Mop floor
-

ENTRYWAYS & HALLWAYS

- ☐ Clean entry door interior
 - ☐ Clean doors and frames
 - ☐ Clean handles
 - ☐ Clean light switches
 - ☐ Clean outlet covers
 - ☐ Clean mirrors
 - ☐ Clean window sills
 - ☐ Dust reachable fixtures
 - ☐ Detail baseboards
 - ☐ Remove cobwebs
 - ☐ Vacuum carpet
 - ☐ Vacuum edges
 - ☐ Sweep hard floors
 - ☐ Mop hard floors
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STAIRS

- ☐ Dust and clean handrails
 - ☐ Clean balusters where included
 - ☐ Clean ledges
 - ☐ Detail baseboards
 - ☐ Vacuum stairs
 - ☐ Vacuum corners and edges
 - ☐ Mop hard-surface stairs
-

GARAGE / PATIO / BALCONY

Complete only if included.

- ☐ Sweep garage



- ☐ Remove accessible cobwebs
 - ☐ Sweep patio
 - ☐ Sweep balcony
 - ☐ Remove loose debris
 - ☐ Clean accessible door glass
 - ☐ Other:
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WHOLE-PROPERTY DETAIL

- ☐ Remove cobwebs
 - ☐ Clean baseboards
 - ☐ Clean doors
 - ☐ Clean door frames
 - ☐ Clean handles
 - ☐ Clean light switches
 - ☐ Clean accessible outlet covers
 - ☐ Clean window sills
 - ☐ Clean blinds if included
 - ☐ Clean interior windows if included
 - ☐ Dust ceiling fans where reachable
 - ☐ Dust reachable light fixtures
 - ☐ Dust reachable vents
 - ☐ Clean mirrors
 - ☐ Vacuum edges and corners
 - ☐ Vacuum carpet
 - ☐ Sweep hard floors
 - ☐ Mop hard floors
-

OPTIONAL ADD-ONS

- ☐ Interior windows
- ☐ Blinds
- ☐ Carpet extraction
- ☐ Wall washing
- ☐ Heavy grease removal
- ☐ Heavy pet-hair removal
- ☐ Garage cleaning



- ☐ Patio / balcony cleaning
- ☐ Trash / item removal
- ☐ Appliance pull-out cleaning
- ☐ Other:

ITEMS LEFT AT PROPERTY

- ☐ No items remaining
- ☐ Items remaining — client notified

Items / Locations

Removal Authorized:

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Do not dispose of customer, tenant, landlord, or property-management belongings unless disposal has been clearly authorized.

DAMAGE / MAINTENANCE OBSERVATIONS

Cleaning teams can record visible concerns without attempting to diagnose or repair them.

- ☐ No concerns observed
- ☐ Wall / paint damage
- ☐ Flooring damage
- ☐ Broken fixture
- ☐ Plumbing concern
- ☐ Appliance concern
- ☐ Cabinet damage
- ☐ Window / blind damage
- ☐ Excessive staining
- ☐ Pest evidence
- ☐ Other:

Notes

FINAL PROPERTY INSPECTION

Kitchen

- ☐ Appliances complete
- ☐ Cabinets and drawers complete
- ☐ Counters and sink complete
- ☐ Detail work complete
- ☐ Floor complete

Bathrooms

- ☐ Fixtures complete
- ☐ Cabinets complete
- ☐ Mirrors complete
- ☐ Detail work complete
- ☐ Floors complete

Bedrooms & Living Areas

- ☐ Closets complete
- ☐ Surfaces complete
- ☐ Doors / switches complete
- ☐ Baseboards complete
- ☐ Floors complete

Final Checks

- ☐ All rooms inspected
 - ☐ Add-ons completed
 - ☐ Trash handled according to instructions
 - ☐ No cleaning supplies left behind
 - ☐ No personal items accidentally removed
 - ☐ Photos completed if required
 - ☐ Issues documented
 - ☐ Windows closed
 - ☐ Lights set as instructed
 - ☐ Property locked
 - ☐ Keys / access device returned as instructed
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COMPLETION

Cleaner / Team Lead:

Start Time:

Completion Time:

Total Labor Hours:

Result:

- ☐ Complete
- ☐ Complete With Notes
- ☐ Follow-Up Required
- ☐ Reclean Required

Completion Notes

CLIENT / PROPERTY MANAGER REVIEW

Reviewed By:

Company:

Date:

Result:

- ☐ Accepted
- ☐ Accepted With Notes
- ☐ Follow-Up Requested

Notes

IMPORTANT SCOPE NOTE

“Move-out cleaning” does not have one universal scope.

Before quoting the job, clearly establish whether services such as appliance interiors, cabinet interiors, windows, blinds, walls, carpet extraction, garages, balconies, and trash removal are included.

This helps prevent scope creep and disagreements at completion.

SAFETY NOTE

Do not move heavy appliances, climb to unsafe heights, handle abandoned chemicals, dispose of unknown materials, or perform hazardous or specialized remediation unless properly trained, equipped, and authorized.

Follow product labels, equipment instructions, and applicable workplace requirements.

TEMPLATE CUSTOMIZATION NOTICE

Customize this checklist for your company's actual move-out cleaning service and the requirements of each customer, landlord, or property-management client.

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