

Standard House 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.

[YOUR COMPANY NAME]

[Phone Number]

[Email Address]

[Website]

JOB DETAILS

Customer Name:

Service Address:

Service Date:

Cleaner / Team:

Service Type:

- ☐ Standard Cleaning
- ☐ Recurring Cleaning
- ☐ Custom Cleaning

Frequency:

- ☐ Weekly
 - ☐ Every 2 Weeks
 - ☐ Every 4 Weeks
 - ☐ Monthly
 - ☐ One-Time
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KITCHEN

- ☐ Wipe countertops
- ☐ Clean sink and faucet
- ☐ Clean stovetop
- ☐ Wipe appliance exteriors
- ☐ Clean microwave exterior
- ☐ Clean microwave interior



- ☐ Wipe cabinet fronts
- ☐ Clean backsplash
- ☐ Wipe table and chairs
- ☐ Empty trash
- ☐ Replace trash liner
- ☐ Vacuum / sweep floor
- ☐ Mop floor

Notes

BATHROOMS

- ☐ Clean and disinfect toilet
- ☐ Clean sink and faucet
- ☐ Clean countertop
- ☐ Clean mirror
- ☐ Clean shower
- ☐ Clean bathtub
- ☐ Clean shower doors
- ☐ Wipe cabinet fronts
- ☐ Wipe fixtures
- ☐ Empty trash
- ☐ Replace trash liner
- ☐ Vacuum / sweep floor
- ☐ Mop and disinfect floor

Notes

BEDROOMS

- ☐ Dust accessible surfaces
- ☐ Dust furniture
- ☐ Dust nightstands
- ☐ Clean mirrors



- ☐ Make bed
- ☐ Change bed linens if requested
- ☐ Empty trash
- ☐ Vacuum carpet
- ☐ Vacuum rugs
- ☐ Mop hard floors

Notes

LIVING ROOM / FAMILY ROOM

- ☐ Dust accessible surfaces
- ☐ Dust furniture
- ☐ Wipe tables
- ☐ Clean mirrors
- ☐ Dust electronics carefully
- ☐ Straighten cushions
- ☐ Empty trash
- ☐ Vacuum carpet
- ☐ Vacuum rugs
- ☐ Mop hard floors

Notes

DINING AREA

- ☐ Dust furniture
- ☐ Wipe dining table
- ☐ Wipe chairs
- ☐ Dust décor
- ☐ Clean mirrors
- ☐ Vacuum / sweep floor
- ☐ Mop hard floors

ENTRYWAYS & HALLWAYS

- ☐ Dust accessible surfaces
 - ☐ Clean mirrors
 - ☐ Wipe door handles
 - ☐ Spot-clean doors
 - ☐ Vacuum carpet
 - ☐ Vacuum rugs
 - ☐ Sweep floor
 - ☐ Mop hard floors
-

THROUGHOUT THE HOME

- ☐ Dust accessible surfaces
 - ☐ Remove cobwebs
 - ☐ Dust window sills
 - ☐ Dust picture frames
 - ☐ Dust lamps
 - ☐ Dust ceiling fans where reachable
 - ☐ Dust light fixtures where reachable
 - ☐ Wipe light switches
 - ☐ Wipe door handles
 - ☐ Spot-clean doors
 - ☐ Empty trash cans
 - ☐ Replace trash liners
 - ☐ Vacuum carpet
 - ☐ Vacuum rugs
 - ☐ Sweep floors
 - ☐ Mop hard floors
 - ☐ Vacuum stairs
 - ☐ Straighten common areas
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OPTIONAL TASKS

Complete only when included in the service.

- ☐ Clean inside refrigerator
- ☐ Clean inside oven
- ☐ Clean inside cabinets
- ☐ Clean interior windows
- ☐ Clean blinds
- ☐ Detail baseboards
- ☐ Change bed linens
- ☐ Laundry
- ☐ Dishes
- ☐ Pet hair removal
- ☐ Wall spot cleaning
- ☐ Organization
- ☐ Other:

CUSTOMER-SPECIFIC INSTRUCTIONS

Entry Instructions:

Pet Instructions:

Priority Areas:

Do Not Clean / Restricted Areas:

Other Instructions:

BEFORE LEAVING

- ☐ Check all assigned rooms
- ☐ Confirm all trash was removed
- ☐ Confirm floors are complete
- ☐ Return moved items to appropriate location
- ☐ Return cleaning supplies and equipment
- ☐ Check for damage or maintenance concerns



- ☐ Confirm doors and windows are secure
 - ☐ Set alarm if required
 - ☐ Lock property according to instructions
 - ☐ Report any customer or property issues
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QUALITY CHECK

- Kitchen Completed: ☐ Yes ☐ Needs Attention
- Bathrooms Completed: ☐ Yes ☐ Needs Attention
- Bedrooms Completed: ☐ Yes ☐ Needs Attention
- Living Areas Completed: ☐ Yes ☐ Needs Attention
- Floors Completed: ☐ Yes ☐ Needs Attention
- Final Walkthrough Completed: ☐ Yes
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ISSUES / DAMAGE / FOLLOW-UP NEEDED

-
- ☐ No issues to report
 - ☐ Follow-up required
-

CLEANER COMPLETION

Cleaner / Team Lead:

Completion Time:

Signature / Initials:

SUPERVISOR / QUALITY REVIEW

- Reviewed By:
- Date:
- Result:
- ☐ Passed
 - ☐ Passed With Notes
 - ☐ Reclean Required

TEMPLATE CUSTOMIZATION NOTICE

Every cleaning company should customize this checklist to match its actual standard-cleaning service.

Do not include tasks that your company does not normally perform or cannot safely perform.

Consider separate checklists for deep cleaning, move-out cleaning, vacation-rental turnovers, and other services with substantially different scopes.

Template Version: 1.0

Updated: September 2026

Template ID: TPL-CHK-001

Provided by TidyOps