Checkbox	Task	Description
	Vacuum carpets	Thoroughly vacuum all carpets to remove dirt, dust, and debris.
	Dust and clean light fixtures	Wipe down light fixtures to remove dust and ensure they are clean.
	Clean ceiling fans	Dust and clean the blades of ceiling fans to prevent buildup.
	Clean appliances	Deep clean all appliances, including the oven, refrigerator, and microwave.
	Polish mirrors	Use glass cleaner to polish mirrors for a streak-free shine.
	Clean glass surfaces	Wipe down glass tables, windows, and other glass surfaces.
	Wipe light switches	Clean and disinfect light switches to remove fingerprints and germs.
	Clean windows	Wash windows inside and out for a clear, streak-free finish.
	Mop floors	Thoroughly mop all hard floors to remove dirt and stains.
	Wipe countertops	Clean and disinfect all countertops in the kitchen and bathrooms.
	Remove stains	Spot clean and remove any visible stains from surfaces or fabrics.
	Disinfect countertops	Use disinfectant to sanitize countertops, especially in high- use areas.
	Remove cobwebs	Check corners and ceilings for cobwebs and remove them.
	Clean bathroom sinks	Scrub and disinfect bathroom sinks to remove grime and stains.
	Replace or clean cabinets	Wipe down cabinet surfaces and replace any damaged or worn-out ones.
	Clean bath mats	Wash or replace bath mats to ensure cleanliness.
	Replace light bulbs	Check and replace any burnt-out light bulbs.
	Empty trash bags	Remove all trash and replace with fresh bags.

Remove leftover food	Clear out any leftover food from the refrigerator or pantry.
Clean and organize personal belongings	Ensure all personal items are removed or neatly organized.
Scrub countertops	Thoroughly scrub countertops to remove tough stains or residue.
Clean hard surfaces	Wipe down hard surfaces like tables, shelves, and countertops.
Clean dining room areas	Dust and clean dining tables, chairs, and surrounding areas.
Clean hardwood floors	Sweep and mop hardwood floors to maintain their shine.
Remove tough or stubborn stains	Use appropriate cleaning products to tackle tough stains.
Clean exterior areas	Sweep and clean exterior spaces like patios, porches, or balconies.
Clean laundry room	Clean and organize the laundry room, including wiping down machines.
Clean swimming pool (if applicable)	Skim, clean, and ensure the pool is ready for use.