This is a complete and comprehensive checklist, please note services are performed as required.

Laundry Services are Extra

Garbage is Extra

Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OVERVIEW**

Kawartha House Keepers will ensure that clients arrive to a clean cottage, with adequate supplies, and also check for and report to me any damage done by previous tenants. Pictures are required.

There are certain tasks that need to be done every time, some that are done as needed, and some that can be done if time permits. These are broken down below.

**\*\*Laundry and Linen\*\* there is an extra fee for laundry services.**

You will want to start laundering the bedding, towels, cleaning rags and dish cloths first (if the tenants have not already done it) because this takes the longest. Do not overload the washing machine, instead do three loads: darks, beiges, and whites last with cleaning rags.

Remake beds with extra set of turnover sheets while the laundry is going. When laundry is done, sheets and pillowcases should be folded and placed in appropriate location for the next turnover.

**1. CLEANING AND MAINTENANCE**

**Required Every Time**

Arrive at \_\_\_\_\_\_\_\_\_\_\_\_am

Client arrives at \_\_\_\_\_\_\_\_\_\_\_\_\_pm

 Doors, thresholds, welcome mats etc to be clean, paying special attention to cobwebs and bugs wiping down door frames and hinges at all entrances and inside doors.

 Supplies are topped up in the cottage or client is made aware of low supplies.

Gift Baskets or arrival instructions for cottagers to be left according to instructions

**Kitchen**

 Any dishes in sink to be cleaned and put away.

 Clear out dishwasher if needed.

 Clear and wipe down counters and backsplash and splatters on windows.

 Clear and wipe table, ensure chairs are clean

 Wipe stove (take out burners and wipe under). If oven is really dirty set self clean cycle.

 Fridge - empty and wipe clean (inside and out)

 Freezer - empty and wipe clean (inside and out)

 Dishwasher - empty and wipe clean on outside and door rim.

 Microwave - clean (inside and out and underneath) .

 Toaster/coffee maker - clean and empty crumb trays

 Cupboards - empty tenants’ food that has been left and opened but keep staples (sugar, salt, pepper, etc.), wipe clean if needed and be sure condiment bottles are clean in the fridge.

 Mop floors wiping corners and kick plates with a cloth.

 Empty garbage and wipe down garbage bins and areas surrounding this area paying attention to the lids

 Ensure a supply of garbage bags are left in the bottom of the bin.

**Bathroom**

 Bathtub, shower and sink and light switches - spray with disinfectant.

 Toilet - spray with cleaner and wipe clean, brush toilet bowl, wash floor around toilet and walls and keep toilet brush holder clean please and wipe the bottom of the holder.

 Fold toilet paper to a point (like the hotels)

 Wipe mirror clean.

 Clean baseboards and walls especially where they dry their hands.

 Empty garbage making sure it is clean inside as well

**Bedrooms**

 Ensure sheets and pillowcases are folded on appropriate beds or made accordingly if services are required for linen change please see your notes

 Vacuum floors or mop clean don't forget under the beds

 Wipe surfaces with dampened cleaning cloth paying attention to window sills and windows

 Empty garage containers

**Living Rooms**

 Wipe surfaces with damp cleaning cloth

 Clean windows and finger prints off walls dust baseboards or wash accordingly

 Tidy areas and make sure to vacuum under cushions in couches

**Outside areas.** First impressions matter!

**General maintenance.** Report light bulbs outages or any outlets or power surges or breaker issues , ensure plenty of bathroom supplies are available, screw tightening on cupboards, etc. If we can't repair it let me know so that it can be tended to.

**Deck areas**. if needed clean off decks with brooms, report if pressure washing is required or soap and brush clean.

**Propane tank**. If required report if it is empty.

**BBQ.** Use scaper and clean off grill. If you cannot get it clean then Heat up and run at 500F for 15 min and then brush clean before leaving. Ensure outside of BBQ is clean as well.

**Maintenance.** Take a walk around the property. Any garbage to pick up? Is the cottage damaged/different than the last visit? Is everything looking ok? Are there some flowers you can cut for the kitchen table ?

Follow any client instructions for outside property cleaning.

**Shed. Any issues or instructions special to storing items.**

**Garbage. Please take only our garbage that we create when cleaning. There are additional fees for garbage disposal and recycling disposal. Do not take garbage in black bags ever!!**

**Campfire.**  Please ensure all bottles cans debris are cleaned out of the fire-pit and report to office as this should never be a common issue.

Report back the office any information that would be required to add to client file.