

Work through the blocks in this order. Each block's time budget comes from today's checkout-to-check-in window, in 5-minute steps. If a block runs over, note it on the report, but always do the final walk. Take one photo per room where marked.

BLOCK	TIME	MINUTES
Strip and remake all beds	10:00–11:25	85
All bathrooms	11:25–12:35	70
Kitchen	12:35–13:55	80
Living areas	13:55–14:35	40
Final walk, counts, photos, lock-up	14:35–15:30	55
Buffer before guest arrival	15:30–16:00	30

Strip and remake all beds

10:00–11:25

Bedroom 1 (queen)

- ☐ Strip bed, bag linens

☐ Check under bed and in drawers for left items

☐ Make bed: fitted sheet, flat sheet, duvet, 2 pillows + 2 throw pillows
- ☐ Dust surfaces and lamp

☐ Vacuum floor and under bed edge

☐ Empty trash, new liner

☐ **Photo:** Made bed from the doorway

Looks right when: Throw pillows in front of pillows, blanket folded at foot, blinds half open.

Bedroom 2 (twin x2)

- ☐ Strip both beds, bag linens

☐ Check drawers and closet for left items

☐ Make both beds: fitted sheet, flat sheet, duvet, 1 pillow each
- ☐ Dust surfaces

☐ Vacuum floor

☐ Empty trash, new liner

☐ **Photo:** Both beds from the doorway

Looks right when: Beds pushed to walls, bedside lamp on each table, closet doors closed.

All bathrooms

11:25–12:35

Bathroom

- ☐ Remove used towels, bag them

☐ Toilet: bowl, seat, base, flush handle

☐ Shower: glass, pan, drain hair, fixtures polished

☐ Sink, mirror, faucet
- ☐ Floor mopped

☐ Hang 2 bath + 2 hand towels, 1 bath mat

☐ Toilet paper: 1 on holder + 2 spare

☐ Empty trash, new liner

☐ **Photo:** Shower glass and towel bar

Looks right when: Towels folded in thirds on the bar, toilet lid down, shower door closed, toiletries lined up left of the sink.

Kitchen

12:35–13:55

Kitchen

- ☐ Dishwasher: run/empty, put away

☐ Fridge: empty guest food, wipe shelves, check door seals

☐ Stovetop, oven door, microwave inside

☐ Counters, backsplash, sink and faucet
- ☐ Coffee maker: empty grounds, rinse carafe

☐ Trash and recycling out; new liners

☐ Floor swept and mopped

☐ **Photo:** Counters and stovetop

Looks right when: Kettle and coffee maker to the left of the stove, tea/coffee caddy filled, two dish towels on the oven handle, fruit bowl empty and clean.

Living room

- ☐ Check sofa cushions and under them for left items
- ☐ Straighten throw pillows and blanket
- ☐ Dust TV, shelves and coffee table
- ☐ Remotes: both present, on the coffee table
- ☐ Vacuum floor and rug
- ☐ Windows: smudge check inside
- ☐ **Photo:** Sofa and TV from the doorway

Looks right when: *Blanket folded over the sofa arm, both remotes side by side, board games stacked on the lower shelf.*

Entrance and outside

- ☐ Sweep porch, shake doormat
- ☐ Trash cans to the curb if it's Tuesday
- ☐ Lock shed; check gate latch
- ☐ Thermostat: 68 °F / 20 °C in winter, off in summer
- ☐ All windows closed and locked
- ☐ Lights off except porch; lockbox closed
- ☐ **Photo:** Hall table with welcome card

Looks right when: *Welcome card on the hall table, porch light on, key in lockbox.*

Restock to par

- ☐ Toilet paper rolls — 6 (Hall closet)
- ☐ Trash bags (kitchen) — 10 (Under sink)
- ☐ Dishwasher pods — 12 (Under sink)
- ☐ Dish soap — 1 (Under sink)
- ☐ Hand soap (bathroom) — 1 (Bathroom cabinet)
- ☐ Shampoo / body wash pump — 1 (Bathroom cabinet)
- ☐ Coffee pods — 12 (Caddy)
- ☐ Tea bags — 20 (Caddy)
- ☐ Sugar packets — 10 (Caddy)
- ☐ Paper towel rolls — 2 (Hall closet)
- ☐ Welcome cards — 5 (Hall table drawer)

Count before you leave

ITEM	SHOULD BE	FOUND
Bath towels (in use + spare)	6	
Hand towels	6	
Pillows	6	
Remote controls	2	
Knives / forks / spoons (each)	8	
Wine glasses	6	
Mugs	8	
Board games	4	
Hair dryer	1	
Keys on the spare ring	2	

Supplies: Hall closet (locked, same code). Spare linens in the chest under the stairs.

Keys: Lockbox on the porch rail, code on the host sheet only. Spare key in the shed cabinet, left drawer.

Wi-Fi: If the router light is red, restart it (kitchen shelf) and wait two minutes.

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Cleaner signature _____ Time finished _____