Free Cleaning Checklist Kit

A practical set of checklists for regular cleans, deep cleans and client-specific notes. Print the pages you need and make every visit clear and consistent.

Client name	
Property address	
Date	
Cleaner	

How to use this kit

Start with the regular clean checklist for each visit. Add or remove tasks to match the client’s agreement, then use the client notes page to record details that make future visits smoother. Use the deep clean list when a property needs extra attention.

A clear checklist helps you:

- Set expectations with clients
- Remember room-specific jobs
- Make handovers easier if someone else covers a clean
- Keep a simple record of what was completed

Clarito helps cleaners keep client details, schedules, notes, quotes and invoices together in one place.

Regular Clean Checklist

Tick the tasks included for this visit and use the notes column for anything unusual.

Task	Done	Notes
Wipe worktops, splashbacks and appliance fronts	■	
Clean sink, taps and draining board	■	
Wipe hob and microwave inside if included	■	
Empty bins and replace liners if supplied	■	
Vacuum or mop the floor	■	

Task	Done	Notes
Clean toilet, basin, taps and shower or bath	■	
Polish mirrors and glass	■	
Wipe accessible surfaces	■	
Empty bins and replace liners if supplied	■	
Vacuum or mop the floor	■	

Regular Clean Checklist

Task	Done	Notes
Dust accessible surfaces, skirting and furniture	■	
Tidy cushions and straighten visible items	■	
Vacuum carpets and rugs	■	
Mop hard floors where included	■	
Clean internal glass where agreed	■	
Make beds or change linen if included	■	

Task	Done	Notes
Check all agreed rooms have been completed	■	
Return items to their usual place	■	
Turn off lights and secure windows where needed	■	
Lock up or follow the agreed exit instructions	■	
Record anything the client needs to know	■	

Deep Clean and One-Off Checklist

Use this page for tasks that are not usually included in a regular clean.

Task	Done	Notes
Descale shower screens, tiles and taps	■	
Clean inside cupboards or drawers if empty	■	
Clean inside fridge or oven if agreed	■	
Wipe doors, frames and skirting boards	■	
Dust blinds, light fittings and high surfaces safely	■	
Clean behind and beneath movable furniture	■	
Spot clean marks on walls where suitable	■	
Clean internal windows and tracks	■	

Client-Specific Notes

Notes, priorities and access details