

TIDY Pro Cleaner Manual & Final Checklist

FOR AIRBNB // PRIVATE HOMES

1

Begin with a walkthrough of the entire premises to understand the scope of work that needs to be done. This will help you make sure that you don't encounter any messy surprises that will take more time to clean than you initially thought. It is very important that you pay attention to detail, so please take your time.

2

Take photos of each room or area before you clean (e.g. a photo of the kitchen, bathroom, etc.)

3

When you inspect each room, report any problems you may notice. For example, a dead light bulb, the bathroom sink doesn't drain properly, or a non-functioning television.

4

Make sure you have cleaning products and supplies that are applicable to each room. Most products listed below may be used throughout the whole residence.



TIDY
PRO

Supplies Checklist:

Kitchen:

- ✓ Hertel /Pine-Sol/Lysol for hard surfaces (countertops, fridge/microwave area). Floors can be sanitized using Lysol.
- ✓ Vim (sink/stovetop area)
- ✓ Paper towels for cleanup (hard surfaces)
- ✓ Scrub sponge
- ✓ Broom
- ✓ Mop
- ✓ Garbage bags

Bathroom:

- ✓ Hertel/Pine-Sol/Lysol for hard surfaces (sink area, toilet area and bowl) Floors can be sanitized using Lysol.
- ✓ Vim (interior of sink/bathtub to remove soap scum)
- ✓ Windex (mirrors)
- ✓ Paper towels for cleanup (mirrors or hard surfaces)
- ✓ Scrub sponge / toilet scrubber
- ✓ Broom
- ✓ Mop
- ✓ Garbage bags
- ✓ Toilet paper
- ✓ Tissue paper box

Living Room/ Bedroom:

- ✓ Hertel/Pine-Sol/Lysol for hard surfaces not made of wood. (For wood, please use a wood cleaner such as Pledge.)
- ✓ Floors can be sanitized using Lysol.
- ✓ Windex (mirrors)
- ✓ Paper towels for cleanup (mirrors or hard surfaces)
- ✓ Dusting chiffon
- ✓ Broom/vacuum for carpets
- ✓ Mop
- ✓ Tissue paper box

3

Prep and begin laundry

(IF REQUIRED)

- > Strip all beds of sheets, pillowcases etc.
- > Remove all towels, floor mats, and hand towels from washroom area
- > Remove all kitchen towels

- i** 1. Wash all sheets and towels separately in **WARM** water for sanitary reasons. **PLEASE DO NOT OVERLOAD THE WASHING MACHINE OR DRYER.**
2. Be sure to check the dryer filter for lint, so the laundry will dry more quickly.

Now it's time to clean!

Kitchen:

- > Wash, dry and put away any dishes in sink. Make sure coffee maker/kettle is clean.
- > Sanitize kitchen sink, countertops and surfaces including fridge/microwave.
- > Clean stovetop area
- > Wipe down cupboard doors
- > Wipe down/sanitize fridge surface and interior
- > Sweep floor
- > Mop and sanitize floor (using hot water and cleaning solution)
- > Hang hand towel in designated area
- > Ensure there is an empty garbage bag in trash can

Living Room:

- > Dust/wipe down surfaces using Hertel for hard surfaces or Pledge for wood..
- > Dust/wipe down any decorative objects (handle with care)
- > Wipe down TV screen with Windex
- > Sweep floor or vacuum carpets, if applicable
- > Fluff and arrange couch pillows and cushions
- > Sweep, mop and sanitize floor, if wood; vacuum carpet with carpet cleaner

Bathroom:

- > Sanitize bathroom countertops and surfaces
- > Clean toilet area including underneath and behind bowl
- > Clean and sanitize shower and/or bathtub area. Make sure drain is clear of hair and debris
- > Clean tub/shower faucets
- > Wipe down cupboard doors, if any
- > Sweep floor
- > Mop and sanitize floor (using hot water and cleaning solution)
- > Place clean towels in designated area (2-4 body towels and 1-2 hand towels, depending on guest count)
- > Place new roll of toilet paper
- > Make sure there is a garbage bag in trash can

Bedroom:

- > Dust/wipe down surfaces using Hertel for hard surfaces or Pledge for wood.
- > Dust/wipe down any decorative objects (please handle with care)
- > Wipe down television screen and mount/surrounding area. Please use Windex when wiping television.
- > Sweep floor or vacuum carpets if applicable
- > Replace bedding (2 pillow cases, 1 fitted sheet, 1 loose sheet, 1 blanket or comforter)
- > Fluff any decorative pillows



Check Your Work

WALK ROOM BY ROOM AND SEE IF THERE ARE ANY AREAS NOT MENTIONED THAT NEED CLEANING OR ANY SPOTS YOU MAY HAVE MISSED.



**Are you finished? It's time to take pictures.
Photos Required:**

Bedroom:

- 📷 Fully-made bed
- 📷 Underneath the bed
- 📷 Entire window frame
- 📷 Floor
- 📷 Mirrors
- 📷 Empty trash bins
- 📷 All 4 corners of the bedroom
- 📷 Entire bedroom

Bathroom:

- 📷 Shower stall
- 📷 Shower and bath taps
- 📷 Bathroom floor
- 📷 Toilet
- 📷 Underneath toilet
- 📷 Entire sink
- 📷 Mirror
- 📷 Baseboard heater
- 📷 Fan
- 📷 Behind the door
- 📷 Empty trash bin
- 📷 Windows
- 📷 Entire bathroom

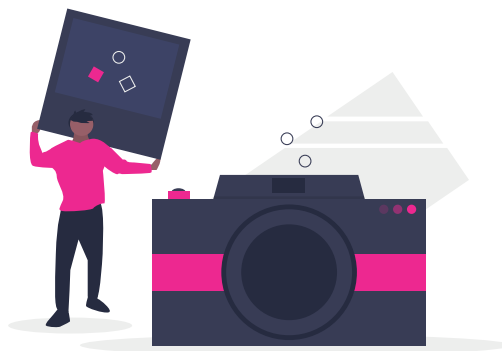
Living Room:

- 📷 Underneath the sofa
- 📷 Side of the sofa
- 📷 Carpet
- 📷 Any tables, including coffee table
- 📷 TV
- 📷 Top of the baseboard heater
- 📷 All 4 corners of the room
- 📷 All windows
- 📷 Empty trash cans.
- 📷 Entire living room
- 📷 Door mats.

Kitchen:

- 📷 Refrigerator, inside and out
- 📷 Inside the microwave
- 📷 Inside the dishwasher
- 📷 Inside the laundry machine
- 📷 Inside the oven
- 📷 Stove top
- 📷 Baseboard heater
- 📷 Windows
- 📷 Empty trash bins
- 📷 Entire kitchen

i You may be asked to take a photo of the key. If so, it will be included in the instructions.



Final Checklist

PLEASE PUT AN NEXT TO EACH ITEM

Bathroom:

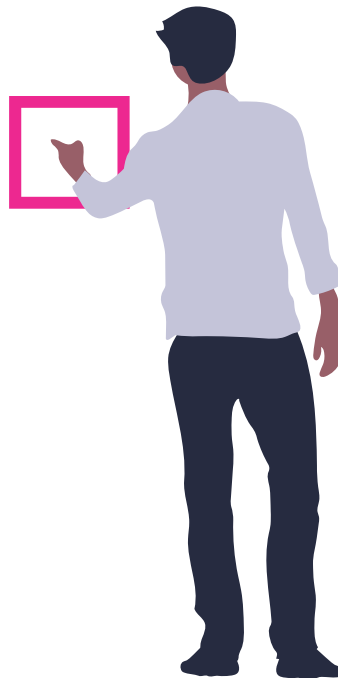
- Shower
- Bathtub
- Mirrors
- 2 clean towels and 1 hand towel on hanger
- Toilet
- Sink
- New roll of toilet paper, triangle-folded
- Refill liquid soap
- Replace shower gel and shampoo, if missing
- Extra is under the bathroom sink – please let me know when we are low

Living Room:

- Dust all surfaces
- Clean stains and check for damage (Notify us if serious)
- Vacuum and/or sweep floors/rugs
- Turn on lights
- Open curtains

Kitchen:

- Clean dishes, dry on rack, and replace in cupboard
- Clean all surfaces
- Clean microwave
- Clean coffee machine
- Clean stovetop
- Clean oven interior
- Clean toaster
- Clean refrigerator both inside and out
- Mop hard surfaces with warm water and cleaner



I have completed the above tasks and the unit is now clean.

Signed,

Date:

PLEASE TAKE A PHOTO OF THIS SIGNED CHECKLIST AND SEND TO US. KEEP A COPY FOR YOUR RECORDS.

Job Complete!

Thanks so much for being a part of the
TIDY Pro Cleaner Team!

