

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

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
APP

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 Wash all sheets and towels separately in **WARM** water for sanitary reasons. **PLEASE DO NOT OVERLOAD THE WASHING MACHINE OR DRYER.**

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 a garbage bag in trash can

Bathroom:

- > Sanitize washroom countertops and surfaces
- > Clean toilet area and bowl
- > Clean and sanitize shower and/or bathtub area. Make sure drain is clear of hair and debris
- > Wipe down cupboard doors
- > 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 (handle with care)
- > Wipe down Television Screen and 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

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
- > Mop and sanitize floor



Now that the majority of cleaning is complete, you can add your finishing touches!

- ✓ 3 boxes of tissue (living room, bedroom, bathroom)
- ✓ 1 spare set of clean sheets (bedroom, if applicable)
- ✓ Turn television on and set to Netflix or live network channel
- ✓ Turn hood light on above stove
- ✓ Turn lamp light on in living room area
- ✓ Spray the entire residence with Febreze
- ✓ Take out the garbage

* Please ensure that everything is done by taking a final walk through (also a perfect time to take pictures).

Final Checklist

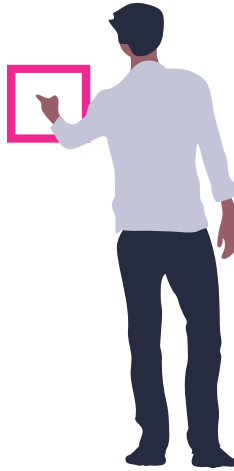
PLEASE PUT AN NEXT TO EACH ITEM

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



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
- Turn on lights
- Open curtains
- Turn on TV



Now, please take 10 pictures of the residence. Make sure they are bright, clear, and focused pictures so that we may view your work.

PLEASE PLACE AN NEXT TO EACH AFTER YOU HAVE TAKEN THEM.

- | | |
|--|---|
| <input type="checkbox"/> 1 Bathroom (toilet area) | <input type="checkbox"/> 1 Kitchen (full angle) |
| <input type="checkbox"/> 1 Bathroom (sink area) | <input type="checkbox"/> 1 Coffee Maker (if applicable) |
| <input type="checkbox"/> 1 Bathroom (towel area) | <input type="checkbox"/> 1 Microwave Interior (if applicable) |
| <input type="checkbox"/> 1 Living Room | <input type="checkbox"/> 1 Fridge Interior |
| <input type="checkbox"/> 1 Living Room Television (on) | <input type="checkbox"/> 1 Bedroom (bed area) |

** Sometimes we'll request that you photograph/video the key to the residence. This will be stated in the work order.*

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!

