End of lease cleaning checklist

CHECKLIST TEMPLATE

Business _____ Location _____ Date _____

Job For each property

TASK	NOTES	INITIALS
Kitchen		
☐ Clean the oven, racks, cooktop and range hood filter		
☐ Clean inside and outside every cupboard and drawer		
☐ Clean the sink, taps, splashback and benchtops		
☐ Clean inside the dishwasher and fridge space		
Bathrooms and laundry		
☐ Descale and clean the shower, screen, bath and tiles		
☐ Clean the toilet, basin, vanity and mirror		
☐ Clean the exhaust fans and the laundry tub		
Bedrooms and living areas		
☐ Clean inside wardrobes, shelves and tracks		
☐ Spot-clean marks on walls, doors and switches		
☐ Dust skirting boards, light fittings and air-conditioner vents		
Windows and floors		
☐ Clean windows inside, sills and tracks		
☐ Vacuum carpets and mop hard floors		
Handover		
☐ Walk through every room with the original condition report		
☐ Take dated photos of every room		
☐ Note any damage or stains that cleaning didn't remove		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____