[Your Business Name]

[phone] · [email] · [address]

Move-Out Cleaning Checklist

For cleaning businesses — the room-by-room standard for an end-of-tenancy clean, with a walkthrough record.

Job details

Property address: _____

Client / agent: _____

Clean date: _____

Cleaner / team: _____

Keys received (yes / no — from whom):

_____

Keys returned (yes / no — to whom):

_____

Kitchen

- ☐ Inside oven cleaned
- ☐ Inside fridge cleaned and emptied
- ☐ Cabinets and drawers — inside and out
- ☐ Countertops and backsplash
- ☐ Sink and taps descaled
- ☐ Rangehood filters degreased
- ☐ Floor washed

Bathrooms

- ☐ Shower / bath descaled
- ☐ Toilet cleaned and disinfected
- ☐ Mirrors and glass polished
- ☐ Cabinets — inside and out
- ☐ Exhaust fan cover wiped
- ☐ Floor washed

Bedrooms & living areas

- ☐ Closets and wardrobes — inside

- ☐ Baseboards wiped
- ☐ Interior windows and tracks
- ☐ Light fixtures and ceiling fans
- ☐ Walls spot-cleaned
- ☐ Light switches and handles wiped

Whole property

- ☐ All rubbish removed
- ☐ Carpets vacuumed / hard floors mopped
- ☐ Blinds or curtains dusted
- ☐ Laundry sink and taps cleaned
- ☐ Garage / porch swept (if included)

Final walkthrough record

Photos taken (yes / no): _____

Damage or issues noted: _____

Meter reading (if requested): _____

Walkthrough completed with (name):

_____

Sign-off

Cleaner signature: _____

Client / agent signature: _____

Date: _____

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