

# TOWNHOUSE COMMUNAL CLEANING CHEAT SHEET

## 1. KITCHENS

- Good disinfectant
- No area is out of bounds
- Inside drawers & cupboards
- Fridge, Ovens, Microwave

## 2. BATHROOMS

- Inside shower waste
- Include dust on extractor fan
- Shine mirrors and taps
- Bleach if needed on grout/silicon

## 3. LOUNGES/HALL/LANDING

- Don't forget upstairs
- High and low dusting

## 4. OFTEN MISSED

- Cobwebs and high level dusting
- Through away junk flyers
- High touch area (kettles, switches, handles)
- Kitchen fan removable grills

## 5. SHORT STAY ARRIVAL

- Short stay arrival means we need a communal clean same day
- Either change communal day or may schedule an additional clean
- Includes fridge and oven check
- We will alert you

## 6. LONG STAY NEW ARRIVAL

- Long stay arrival means we need to prepare for a guest to move in
- A cupboard for guest to be cleaned & created plus oven and fridge check
- We will alert you

## 7. AMENITIES

- Loo roll in shared bathroom (2)
- Tea towel
- New bin bag
- Bath mat in shared bathroom
- Washing Up Liquid & Sponge at kitchen sink

## 8. FINAL CHECK

- Have you missed anything?
- Does it smell good?
- Will the tenants score 10/10?
- Are the keys back in the box?

## 9. TRELLO MAINTENANCE

- Note any issues on **Maintenance Action Plan Board** unless emergency and WhatsApp needed
- Note any issues such as smoking, parties, pets, overcrowding, lots of washing up, very dirty guests, doors

## 10. TRELLO PHOTOS

- Same day photos
- Minimum 10 photos all areas
- Include inside of oven, fridge, microwave and cupboards.
- Include front and back garden/yard