



CHECKLIST TO GET READY FOR GUESTS

Cleaning your home quickly and efficiently makes more time for the important things.

Here's how to get ready for guests without the stress. Go room by room and keep your supplies with you.

STEP 1: GATHER WHAT YOU NEED

- Cleaning supplies
- Laundry basket for clutter

KITCHEN

- Empty and load dishwasher
- Clean sink
- Clean/disinfect counters
- Change kitchen towel

FAMILY ROOM

- Remove clutter from surfaces and place in a bin
- Put trash in trash bag
- Straighten furniture + pillows
- Wipe/dust hard surfaces

GUEST BEDROOM

- Change linens & make bed
- Remove clutter & dust
- Provide guest towels
- Throw away trash

BATHROOM(S)

- Clean the sink
- Scrub & wipe down toilet/shower
- Wipe down vanity and mirror
- Replace toilet paper
- Change towels & rugs

IF THERE'S TIME

- Put misplaced items away
- Take trash out
- Make space for coats/shoes

FLOORS

- Sweep or vacuum
- Mop