



MASTER MAIDS

AIRBNB

❖ PRE-CHECKLIST BEFORE CLEAN:

- Check key cards are in the room or in lock box – report immediately if missing.
- Check for any damages in and outside the property – report immediately if any.
- Advise owner/agent of any cigarette butts or any signs of smoking.
- Check for any belongings left behind and report to the owner/agent.

❖ OUR PROMISE:

- All cleans must achieve our clients desired level of cleanliness.
- If the above is not achieved, we will resend our cleaner to check the areas that need attention (please note this will only apply within 3 days after the clean).
- To ensure our M.A.I.D.S Core values are taken into consideration for every clean (Please refer to our MM Quick Flyer)

KITCHEN

❖ DUTIES

- | | |
|--------------------------------------|----------------------------------|
| ▪ Empty dishwasher | ▪ Dust baseboards |
| ▪ Put dishes away | ▪ Clean used dishes and put away |
| ▪ Clean stove top | ▪ Wipe down counters |
| ▪ Wipe kitchen surface | ▪ Clean sink |
| ▪ Rubbish disposal | ▪ Wipe down appliances |
| ▪ Replace bins with new rubbish bags | ▪ Clean inside of fridge |
| ▪ Wipe bins | ▪ Clean oven |
| ▪ Clean microwave | ▪ Wipe cabinets |
| ▪ Wipe bar counter | |
| ▪ Vacuum kitchen | |
| ▪ Mop kitchen | |
| ▪ Window sills | |

❖ Check/Restock

- Appliances/Kettles
- Milk
- Coffee
- Tea
- Sugar
- Cooking oil
- Salt and pepper
- Utensils/cutlery
- Dishwashing liquid and solid.
- Dish cloth/sponge
- Cutting board

LAUNDRY

❖ DUTIES

- | | |
|--|---------------------|
| ▪ Wipe down washing machine and dryer surfaces | ▪ Vacuum |
| ▪ Ensure washing machine is empty | ▪ Mop |
| | ▪ Remove dryer lint |

❖ Check/Restock

- Washing powder/liquid
- Mop
- Vacuum

LIVING AREA

❖ DUTIES

- Wipe down TV unit
- Clean coffee table
- Wipe TV remote/s
- Clean under sofa (if accessible only)
- Rearrange cushions and throwers
- Wipe down dining table and chairs
- Remotes on coffee table
- Vacuum sofa
- Wipe lamp
- Mop floor area
- Window sills

❖ Check/Restock

- TV remote
- Air conditioner
- Cushions and throwers
- Light bulbs

BEDROOM

❖ DUTIES

- Change all bedding
- Check draws are empty
- Dust and clean bedside tables
- Clean under beds (if accessible only)
- Dust skirting boards
- Wipe and vacuum wardrobes
- Wipe down bedside lamps
- Wipe bins and replace with new rubbish bags
- Window sills

❖ Check/Restock

- Report any valuable items left behind
- Bedding
- Cushions/throwers
- Iron/ironing board
- Laundry rack
- Towels/face cloths on bed

BATHROOM

❖ DUTIES

- Clean toilet
- Clean shower/tub
- Wipe down cabinet
- Remove dirty towels and face cloths
- Dust exhaust fans
- Empty bins and replace with new rubbish bags
- Hair removal in drains
- Clean sink, mirrors, and shower glass door
- Window sills

❖ Check/Restock

- Hair dryer
- Toilet paper
- Shampoo/conditioner
- Body wash
- Soap
- Bathmats

BALCONY/LIFTS

❖ DUTIES

- Wipe down outdoor table and chairs
- Wipe lift call buttons and hand rails
- Sweep floor area
- Rubbish removal

❖ Check/Restock

- Rubbish removal
- Call/open and close buttons working
- Lift interior damage

BEFORE LEAVING

❖ FINAL CHECKS

- Main/back/sliding door locked
- Before and after photos for proof of clean
- Turn off all lights
- Change key code
- Advise owner/agent on completion

ADDITIONAL TASKS

❖ ADDED SERVICES (UPON SELECTION) AT ADDITIONAL CHARGE:

- Internal windows
- External windows
- Sliding doors
- Balcony balustrade
- Doors
- Clean air conditioner filter
- Wipe down light fixtures and power point
- BBQ clean
- Spot cleaning of walls
- Wall washing
- Pool balustrade
- Door frames
- Deep clean of range hood
- Deep clean oven
- Garage clean