

Your 2-week cleaning plan

Guests arrive _____

Day 1 date _____

One card a day

Set a timer. Stop when it rings.

Top to bottom, dry to wet

Dust, then wipe, then floors.

Missed a day?

Move it to catch-up. Never double up.

Week 1 CLEAR, PLAN, START THE KITCHEN**Week 2** GUEST ZONES AND FINISH

1

Walk-through and plan

15 min

Date _____

- ☐ Walk the guest route, note fixes
- ☐ Fill one supply caddy
- ☐ Write dates on this page

2

Clear the surfaces

30 min

Date _____

- ☐ Counters and coffee table
- ☐ Dining table and nightstands
- ☐ Bags: put away / donate / trash

3

Clear the decor zones

20 min

Date _____

- ☐ Empty tree spot and one shelf
- ☐ Dust the bare surfaces
- ☐ Plan outlets and cord paths

4

Entryway

20 min

Date _____

- ☐ Pare down shoes
- ☐ Free hooks for guest coats
- ☐ Wipe door, wash the mat

5

High dusting

25 min

Date _____

- ☐ Fan blades and light fixtures
- ☐ Vent covers and curtain rods
- ☐ Tops of fridge and cabinets

6

Living room

30 min

Date _____

- ☐ Vacuum sofa and under cushions
- ☐ Wash throws and pillow covers
- ☐ Wipe remotes and switches

7

Fridge clean-out

30 min

Date _____

- ☐ Toss expired food
- ☐ Wipe shelves, wash drawers
- ☐ Make room for holiday food

8

Stove, oven, microwave

30 min

Date _____

- ☐ Soak grates, wipe cooktop
- ☐ Steam-clean the microwave
- ☐ Wipe the oven door glass

9

Cabinets and serveware

25 min

Date _____

- ☐ Wipe cabinet fronts
- ☐ Clear a cooking counter
- ☐ Wash and count platters

10

Guest bathroom

30 min

Date _____

- ☐ Shower, grout and glass
- ☐ Toilet, base and behind
- ☐ Sink, mirror, fan, floor

11

Guest sleeping space

30 min

Date _____

- ☐ Wash bedding and blanket
- ☐ Test air mattress or sofa bed
- ☐ Clear a drawer or hangers

12

Floors

30 min

Date _____

- ☐ Vacuum edges and under furniture
- ☐ Spot-clean rugs
- ☐ Mop toward the door

13

Glass and touch points

25 min

Date _____

- ☐ Mirrors, windows, handles
- ☐ Test smoke alarms
- ☐ Empty trash, catch up laundry

14

The day before

30 min

Date _____

- ☐ Run the day-before list (p. 3)
- ☐ Make the guest bed
- ☐ Stock the bathroom

Weekend catch-up

Room-by-room checklist

Tick what applies.

Skip what doesn't.

Clean the rooms guests will actually use first. Work top to bottom in each room and leave floors for last.

Entryway

DAY 4

- ☐ Shoes pared down; space for guest shoes
- ☐ Hooks or hangers free for coats
- ☐ Door, handle and doorbell wiped
- ☐ Mat washed; boot tray for wet shoes
- ☐ Porch and entry bulbs working
- ☐ Scuffs on walls and door removed

Living room

DAYS 5-6

- ☐ Fan, vents and light fixtures dusted
- ☐ Sofa vacuumed, under cushions too
- ☐ Throws and pillow covers washed
- ☐ Remotes, switches, lamp bases wiped
- ☐ Shelves and TV dusted
- ☐ Extra seating found

Kitchen

DAYS 7-9

- ☐ Fridge emptied, wiped, regrouped
- ☐ Freezer space cleared
- ☐ Stovetop, grates, microwave cleaned
- ☐ Oven door glass wiped
- ☐ Cabinet fronts and handles wiped
- ☐ One counter cleared for cooking
- ☐ Dishwasher filter cleaned; sink scrubbed

Dining area

DAY 9

- ☐ Table cleared and wiped
- ☐ Chairs wiped, legs and rungs too
- ☐ Tablecloth or runner washed
- ☐ Serveware and glasses washed and counted
- ☐ Light above the table dusted
- ☐ Napkins and extra plates set aside

Guest bathroom

DAY 10

- ☐ Shower, tub, grout and glass scrubbed
- ☐ Toilet cleaned, base and behind
- ☐ Sink, faucet and mirror cleaned
- ☐ Exhaust fan cover dusted
- ☐ Vanity cleared of personal items
- ☐ Floor and baseboards wiped

Guest sleeping space

DAY 11

- ☐ Bedding and spare blanket washed
- ☐ Mattress or sofa bed vacuumed
- ☐ Air mattress tested overnight
- ☐ Drawer, shelf or hangers cleared
- ☐ Lamp, outlet and charger checked
- ☐ Night light on the route to the bathroom

Whole home DAYS 12-13

- | | | |
|---|---|--|
| ☐ Floors vacuumed and mopped | ☐ Windows, mirrors and glass cleaned | ☐ Door handles and light switches wiped |
| ☐ Smoke alarms tested | ☐ All trash and recycling emptied | ☐ Laundry caught up |

Fix or buy before guests arrive

Last-minute lists and guest prep

The day before

ABOUT 30 MIN

A reset, not a cleaning day.

- ☐ Run and empty the dishwasher
- ☐ Empty every trash can; spare liners in the bottom
- ☐ Make the guest bed; set out towels
- ☐ Stock bathroom: toilet paper, soap, hand towel
- ☐ Quick vacuum of entry and living area
- ☐ Clear coat hooks and the shoe area
- ☐ Stack plates and napkins where needed
- ☐ Water a live tree; set light timers
- ☐ Put an empty "reset basket" in a closet
- ☐ Write the Wi-Fi password on the card below

1 hour before

10 TO 15 MIN

Then sit down. You are ready.

- ☐ Clutter into the reset basket; close the closet
- ☐ Wipe bathroom sink and mirror
- ☐ Fresh hand towel; toilet lid down
- ☐ Wipe kitchen counters; clear the sink
- ☐ Take out the kitchen trash
- ☐ Fluff cushions and fold throws
- ☐ Lamps, tree lights and porch light on
- ☐ Air out for five minutes if needed
- ☐ Clear a spot for coats and bags

Guest bed

MAKE IT DAY 14

- ☐ Clean sheets and pillowcases on
- ☐ Two pillows per guest
- ☐ Spare blanket at the foot of the bed
- ☐ Lamp reachable from bed
- ☐ Outlet or power strip for a charger
- ☐ Empty drawer or 3-4 hangers
- ☐ Water glass and Wi-Fi card on a tray

Guest bathroom

STOCK IT

- ☐ Two spare toilet paper rolls in sight
- ☐ Hand towel, plus bath towel and washcloth per guest
- ☐ Full hand soap, plus a spare
- ☐ Plunger and lidded trash can with liners
- ☐ Travel toothpaste, spare toothbrush, hair ties
- ☐ Cleared shelf or hook for their bag
- ☐ Your own products moved to one bin

While guests stay

10 MIN NIGHTLY

- ☐ Dishes in the dishwasher; start it
- ☐ Wipe kitchen counters and stovetop
- ☐ Quick wipe of bathroom sink and mirror
- ☐ Swap in a fresh hand towel
- ☐ Clutter back into the reset basket
- ☐ Kitchen trash out if full

After guests leave

ONE SESSION

- ☐ Strip guest bed; wash sheets and towels
- ☐ Deflate, dry and store the air mattress
- ☐ Fridge: date or freeze leftovers
- ☐ Restock toilet paper and soap
- ☐ Vacuum the guest space
- ☐ Return borrowed chairs and dishes

✂ CUT OUT

Welcome, make yourself at home

Wi-Fi _____

Password _____

Extra towels and blankets are in:

SAFETY

Never mix bleach

Bleach plus ammonia or acids (toilet bowl cleaner, drain opener, vinegar) makes toxic gas. One product at a time, rinse with water between, and run the fan.

Test smoke alarms with the test button (Day 13).