Cleaning checklist

Illustrative completed example · USD where amounts are shown

Business / site
Your business · Sample property

Visit type / date
End-of-job clean / 14 October 2026

Team / inspection owner
Team lead

Included areas
Kitchen, living room and access route

Excluded or specialist work
Hazardous materials and specialist remediation excluded

Products / surface instructions
Use products suitable for the identified surfaces

Final inspection / date

Customer handover / follow-up

Area	Task	Owner	Status
Kitchen	Remove loose construction debris	Assigned cleaner	Not started
Kitchen	Clean accessible work surfaces	Assigned cleaner	Not started
Living room	Remove dust from accessible surfaces	Assigned cleaner	Not started
Living room	Clean floor using suitable method	Assigned cleaner	Not started
Access route	Remove protection and tidy	Team lead	Not started
All included areas	Inspect and record outstanding items	Team lead	Not started

This checklist covers ordinary cleaning tasks only. It does not assess or instruct hazardous-material removal. Add the product and site instructions for the actual work.

Free template from Construction Job Estimator
constructionjobestimator.com/templates/cleaning-checklist/