

Guest-Ready Quick Clean

One hour before people arrive – in the order that makes the most visible difference.

GUESTS ARRIVING

TIME NOW

TIME I HAVE

FIRST 15 MINUTES — THE VISIBLE SWEEP

- ☐ Clear every surface guests will see
- ☐ One basket for everything homeless
- ☐ Cups and plates to the kitchen
- ☐ Shoes and coats out of the hallway
- ☐ Bins emptied
- ☐ _____

NEXT 15 — THE BATHROOM

- ☐ Toilet
- ☐ Sink, taps and mirror
- ☐ Fresh hand towel
- ☐ Toilet paper stocked
- ☐ Floor quick mop
- ☐ Bin emptied
- ☐ _____

NEXT 15 — KITCHEN & LIVING

- ☐ Worktops cleared and wiped
- ☐ Sink empty and shiny
- ☐ Cushions plumped
- ☐ Vacuum the middle of the floors
- ☐ Table wiped and set
- ☐ _____

LAST 15 — THE FINISH

- ☐ Open a window for five minutes
- ☐ Lamps on, big light off
- ☐ Something nice to smell
- ☐ Drinks and glasses out
- ☐ Shut the doors on the rooms you did not do
- ☐ _____

Shut the doors on the rooms you did not clean. Nobody has ever opened a closed door and judged you for it.