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# Annual Housekeeping Checklist

## General Information

- **Year:** [Insert Year]
- **Location:** [Insert Address/Area]
- **Supervisor Name:** [Insert Name]
- **Team Members:** [Insert Names]

## Checklist Categories

### 1. Deep Cleaning

- Wash and clean windows inside and out
- Shampoo carpets and rugs
- Deep clean kitchen appliances
- Power wash outdoor areas

### 2. Maintenance Checks

- Inspect and clean HVAC systems
- Test smoke and carbon monoxide detectors
- Check plumbing for leaks or issues
- Replace or repair damaged fixtures

### 3. Organization

- Declutter storage spaces
- Reorganize furniture placement
- Clean and label pantry or cabinets

#### 4. Safety Measures

- Verify fire extinguisher functionality
- Ensure exits are clear
- Replenish emergency supplies

#### Additional Notes

[Insert any additional notes or instructions here]

#### Signatures

- Completed by: \_\_\_\_\_ Date: \_\_\_\_\_
- Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_