

	DATE	TASK
<input type="checkbox"/>		Make sure all HVAC vents are clean and untapped.
<input type="checkbox"/>		Change the HVAC filter.
<input type="checkbox"/>		Vacuum and dust all interior and exterior lighting fixtures and ceiling fans.
<input type="checkbox"/>		Verify that all interior and exterior lighting works properly.
<input type="checkbox"/>		Remove any paint splatters from all hinges.
<input type="checkbox"/>		Vacuum, dust, and polish all interior and exterior doors, frames, and door knobs.
<input type="checkbox"/>		Clean sinks and backsplashes.
<input type="checkbox"/>		Vacuum, dust, and sanitize all shelves, cabinets, counters, and drawers (inside and out).
<input type="checkbox"/>		Remove any paint or tape that is stuck on light switches, floors, windows, electrical, outlets, and baseboards.
<input type="checkbox"/>		Polish all metal fixtures, including handles and knobs.
<input type="checkbox"/>		Gently scrape paint speckles off window fixtures. Then vacuum and wash windows, window sill, and tracks. Make sure they all open properly.
<input type="checkbox"/>		Clean all mirrors.
<input type="checkbox"/>		Vacuum and sanitize all sinks, tubs, showers, and toilets
<input type="checkbox"/>		Clean appliances inside and out. Make them shine!
<input type="checkbox"/>		Remove all trash.
<input type="checkbox"/>		Sweep, vacuum, and mop floors.
<input type="checkbox"/>		Sweep entryways.
<input type="checkbox"/>		Vacuum all porches, patios, decks, and outdoor cooking equipment.
<input type="checkbox"/>		Clean garage door(s) and mailbox.
<input type="checkbox"/>		Vacuum and pressure wash the sidewalks, driveways, and exterior of the building.
<input type="checkbox"/>		Remove all trash from the premises.