



CLIENT PREPARATION CHECKLIST TEMPLATE

Mobile House Cleaning Services

Cleanliness is our business, make your home sparkle.

CUSTOMER DETAILS

Information	Details
Customer Name	
Service Date	
Service Time	
Service Address	
Contact Number	
Number of Rooms	

PREPARATION CHECKLIST

Please complete the following before our cleaning team arrives:

Done	Preparation Task
☐	Secure valuables, including cash, jewellery and important documents.
☐	Declutter floors, beds, countertops and other surfaces.
☐	Remove dishes, food and personal items from kitchen countertops.
☐	Remove personal toiletries and items from bathroom areas.
☐	Secure pets in a safe area while our team is working.

Done Preparation Task

- ☐ Ensure our team can safely access the property at the agreed time.
- ☐ Inform us about fragile items, delicate surfaces or special cleaning requirements.
- ☐ Ensure water and electricity are available where required.

SPECIAL INSTRUCTIONS

Please provide any additional information or requests below:

AREAS REQUIRING SPECIAL ATTENTION

Area	Details
Kitchen	
Bathrooms	
Bedrooms	
Living Areas	
Other	



CUSTOMER CONFIRMATION

I confirm that the information provided above is accurate and that I have prepared the property for the scheduled cleaning service.

Customer Name: _____

Signature: _____

Date: _____

THANK YOU!

Thank you for preparing your home for our team. Your cooperation helps us provide a safe, efficient and quality cleaning service.