

Speed-cleaning checklist

One pass through the spaces your guests will use.

Skip tasks that do not apply. Stop when your chosen time is up.

Guest route _____

Stop at _____ Set a timer for the time you have.

01 Clear the arrival route

- ☐ Put shoes and bags off the entry route.
- ☐ Carry cups and plates to the kitchen.
- ☐ Set out-of-place belongings aside for later return.

Optional reminder: set-aside items are in _____

02 Make space to sit

- ☐ Clear the seats your guests will use.
- ☐ Make room on the table for glasses.
- ☐ Straighten a throw or cushion.
- ☐ Wipe the table as you normally do.

03 Check the guest bathroom

- ☐ Set out a fresh hand towel.
- ☐ Check there is toilet paper.
- ☐ Wipe the basin as you normally do.

04 Use any remaining time

- ☐ Sweep or vacuum the visible floor, if time remains.

Stop at the time you chose.

Leave unfinished boxes unchecked. Return set-aside items later.