

# Sample Cottage, 12 Example Lane

Prepared for Sample Host

**DATE**

Sat, Oct 17, 2026

**TIME IN / OUT**

10:35 AM to 12:20 PM

**CLEANER(S)**

Sample Cleaner

**NEXT CHECK-IN**

Sat, Oct 17, 4:00 PM

**ROOMS**

3

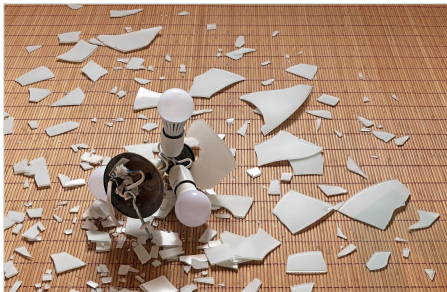
**PHOTOS**

7

## ISSUES AND DAMAGE

### Issue 1

Bathroom ceiling light shade found broken on the floor. Glass swept up and bagged; fixture needs a replacement shade.



#### Damage photo 1

photo taken Oct 17, 2026, 10:47 AM

## CHECKLIST

- |                                                                        |                                                                         |
|------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Beds made with fresh linens        | <input checked="" type="checkbox"/> Trash and recycling emptied         |
| <input checked="" type="checkbox"/> Fresh towels set out               | <input checked="" type="checkbox"/> Floors vacuumed and mopped          |
| <input checked="" type="checkbox"/> Bathrooms cleaned and sanitized    | <input checked="" type="checkbox"/> Surfaces dusted and wiped           |
| <input checked="" type="checkbox"/> Kitchen cleaned, dishes put away   | <input checked="" type="checkbox"/> Thermostat, lights and blinds reset |
| <input checked="" type="checkbox"/> Fridge checked, guest food removed | <input checked="" type="checkbox"/> Doors and windows locked            |

Unticked items were not marked done on this visit.

## RESTOCKED

Toilet paper, Hand soap, Dish soap, Coffee/tea, Trash bags.  
Coffee pods (10), 2 rolls paper towels

## ROOMS

### 1. Kitchen

Dishes washed and put away. Stovetop, counters and sink wiped.

#### BEFORE



**Before 1** photo taken Oct 17, 2026, 10:39 AM

#### AFTER



**After 1** photo taken Oct 17, 2026, 11:52 AM

### 2. Bathroom

Shower, sink and toilet sanitized. Fresh towels hung.

#### BEFORE



**Before 1** photo taken Oct 17, 2026, 10:41 AM

#### AFTER



**After 1** photo taken Oct 17, 2026, 12:01 PM

### 3. Bedroom

Linens changed, pillows fluffed, floor cleared.

#### BEFORE



**Before 1** photo taken Oct 17, 2026, 10:43 AM

#### AFTER



**After 1** photo taken Oct 17, 2026, 12:09 PM

#### SIGN OFF

A handwritten signature in black ink, consisting of a series of loops and a horizontal line.

**Sample Cleaner**

Signed Oct 17, 2026, 12:18 PM

About photo times: "photo taken" is the time saved inside the photo by the phone camera. "added" means the photo had no saved time, so the time it was added to this report is shown.