

SPOTLESSLY CLEAN

FREE CLEANING GUIDES / WEST GEORGIA + EAST ALABAMA



FREE PRINTABLE PLANNER

Moving-day cleaning handoff planner

A smoother move starts with a clear plan.

1

Assign each task

Know who handles belongings, cleaning and keys.

2

Confirm the timing

Line up access, utilities and the walkthrough.

3

Record the handoff

Keep deadlines and outstanding items together.

Plan the work. Ask clearer questions.

tabbysspotlesslyclean.com | 877-753-4790

Use the worksheets that follow. Your accepted estimate defines the work.

Moving-Day Cleaning Handoff Planner

Use these notes to discuss scope. Confirm accepted work with your provider.
Keep access codes and private information off shared copies.

Property / move date / walkthrough time

Task: packing, belongings removal, repairs, cleaning, key handoff

Responsible person / agreed deadline / confirmed date

Occupied or empty at cleaning time?

Read the companion guide:
tabbysspotlesslyclean.com/moving-day-cleaning-handoff/

West Georgia and East Alabama | 877-753-4790
tabbysspotlesslyclean.com | Ask about an estimate for your actual priorities.

Moving-Day Cleaning Handoff Planner

Use these notes to discuss scope. Confirm accepted work with your provider.
Keep access codes and private information off shared copies.

Access and utility arrangements confirmed privately?

Cabinet / appliance / window tasks included or excluded?

Outstanding item / owner / next action

Questions to resolve before booking

Read the companion guide:
tabbysspotlesslyclean.com/moving-day-cleaning-handoff/

West Georgia and East Alabama | 877-753-4790
tabbysspotlesslyclean.com | Ask about an estimate for your actual priorities.