

# Daily Staging Checklist

## GENERAL

- Open all blinds and curtains
- Spot clean (sweep, vacuum, dust)
- Pickup any miscellaneous items (toys, mail, shoes)
- Turn on all lights & lamps
- Turn on radio or TV to jazz or soft music
- Throw away any trash in trash receptacles

## LIVING / FAMILY ROOM

- Fluff couch pillows
- Clear off coffee & side tables

## KITCHEN / DINING

- Empty sink and give a quick clean
- Wipe down counters
- Put away any items such as dish draining rack, dish soap, sponges, etc.
- Clear and wipe down dining table
- Close all cabinets and drawers

## BEDROOMS / CLOSETS

- Make the beds
- Put all personal items away
- Make sure all clothing has been hung up or put in drawers

## BATHROOMS

- Put out fresh towels (or fluff/dry existing ones)
- Wipe down the bathroom sink, toilet and tub/shower
- Put away all personal items, such as toothbrushes, toothpaste, hairbrushes, antiperspirants, makeup and lotions

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