

# CLEANING CHECK SHEET

Customer name: \_\_\_\_\_ Date: \_\_\_\_\_

Cleaned by: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Kitchen & Breakfast Nook

- Wipe down the kitchen table & chairs, dust hanging lights.
- Counters cleaned - everything moved.
- Clean inside/outside of microwave.
- Remove drip pans and rings from stove and clean.
- Clean under drip pans, remove grill and clean under.
- Clean and polish stove top, front and control panel.
- Clean and polish hood vent.
- Clean and polish front of dishwasher and oven.
- Clean and polish front of trash compactor

- Clean spills from fronts of cabinets.
- Clean top of fridge and front if possible.
- Scrub sink, rinse and polish chrome.
- Clean window over sink, dust blinds and sill.
- Cobwebs (check lights), baseboards & edge as needed.
- Clean glass doors and dust blinds.
- Empty garbage.
- Vacuum, getting all corners & edges.
- Mop floors.

## Foyer, Living, Family, Dining, Office & Bonus Rooms/Other

- F \_\_\_\_\_ L \_\_\_\_\_ F \_\_\_\_\_ D \_\_\_\_\_ O \_\_\_\_\_ B \_\_\_\_\_ Dust furniture, lamps and lampshades.
- F \_\_\_\_\_ L \_\_\_\_\_ F \_\_\_\_\_ D \_\_\_\_\_ O \_\_\_\_\_ B \_\_\_\_\_ Dust woodwork, knickknacks and shelves.
- F \_\_\_\_\_ L \_\_\_\_\_ F \_\_\_\_\_ D \_\_\_\_\_ O \_\_\_\_\_ B \_\_\_\_\_ Dust window sills, blinds and pictures.
- F \_\_\_\_\_ L \_\_\_\_\_ F \_\_\_\_\_ D \_\_\_\_\_ O \_\_\_\_\_ B \_\_\_\_\_ Polish glass furniture, dust chair rails and hanging lights.
- F \_\_\_\_\_ L \_\_\_\_\_ F \_\_\_\_\_ D \_\_\_\_\_ O \_\_\_\_\_ B \_\_\_\_\_ Cobweb (check lights), baseboards and edge as needed.
- F \_\_\_\_\_ L \_\_\_\_\_ F \_\_\_\_\_ D \_\_\_\_\_ O \_\_\_\_\_ B \_\_\_\_\_ Vacuum, sweep floors.
- F \_\_\_\_\_ L \_\_\_\_\_ F \_\_\_\_\_ D \_\_\_\_\_ O \_\_\_\_\_ B \_\_\_\_\_ Mop floors.

## Bedroom

- M \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ Make bed, change linens (if provided)
- M \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ Dust furniture, woodwork, lamps & lampshades
- M \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ Dust knickknacks & shelves
- M \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ Dust window sills, blinds & pictures
- M \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ Polish glass furniture & dust doors
- M \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ Cobweb (check lights), dust visible baseboards and edge as needed.
- M \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ Vacuum/sweep floors.
- M \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ Mop floors.

## Laundry/Utility Room

- Wipe down machines.
- Scrub sink and counter.
- Polish chrome and dry sink.
- Wipe down woodwork and open shelves.
- Dust blinds and sill.
- Remove any cobwebs.
- Empty garbage.
- Move clutter off floor.
- Vacuum around machines.
- Edge as needed, getting all corners.
- Clean/dust baseboards and mop.

## Bathroom

- M \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ Scrub shower floor, walls and grout with brush.
- M \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ Scrub shower door, tracks and glass. (in/out)
- M \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ Scrub tub.
- M \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ Squeegee glass and polish chrome.
- M \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ Scrub sink, counter, soap dish and dry sink.
- M \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ Scrub all inside and outside surfaces of toilet.
- M \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ Clean light fixture, polish mirrors and chrome.
- M \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ Dust knickknacks and personal items, put back.
- M \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ Wipe down cabinets, window sills and blinds.
- M \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ Dust towel racks, toilet paper holders and shelves.
- M \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ Remove cobwebs and dust pictures (lights).
- M \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ Empty garbage.
- M \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ Vacuum or sweep floor.
- M \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ Scrub floor and wipe down baseboards.

## Hallways/Stairs

- Dust woodwork & furniture
- Dust railing & banisters
- Dust window sills, blinds & picture
- Dust visible baseboards, cobweb & edge as needed.
- Vacuum/sweep & or mop.

## Comments

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Final inspection and doors/windows secured by: \_\_\_\_\_

*Doors & windows are secured per client instructions.*

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