

# 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 and windows are secured per client instructions.*

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