



Service Date: _____

Client: _____

Cleaning Tech: _____

Arrival/Departure Times: _____

Cleaning Checklist

Please follow this checklist and check off each task as you go. Keep an eye for detail while cleaning to ensure every spot is cleaned in the home (especially spots that are normally neglected).

KITCHEN

- Wipe down counters, backsplash, handles and any small appliances on counter
- Polish/Wipe down fridge door and handles, oven exterior (top and front), dishwasher door and handles, wall plates, clean and polish inside sink
- Wipe down inside and out of microwave
- Empty trash can, refill with new bag and clean/polish exterior of trash can
- Sweep and Mop Kitchen floors. Be sure to clean all the corners/edges

LIVING ROOM/COMMON AREAS

- Dust all furniture, décor, surfaces, inside cabinets, and any electronic devices to prep for cleaning and vacuuming. Use clean microfiber cloths for dusting and use a pole duster for fan (if within reach)
- Wipe down all furniture surfaces (use wood cleaner on wood pieces) Vacuum up any pet hair on couch
- Spot clean wall plates as needed, stage furniture, frames, pillows and anything else

BATHROOMS

- Clean toilet - inside and out including the handle and all places you can reach (even under ring)
- Clean Tub/Shower/Tiles from top to bottom (allow cleaner to sit for a few minutes before scrubbing) Clean and polish shower knobs/ shelves/handles
- Clean all fixtures, mirrors, sinks, drains, cabinet doors, light switches/walls plates and handles. Buff with clean microfiber cloth after it's been cleaned.
- Floors - Scrub by hand with a microfiber cloth. Be sure to get all corners and edges.

BEDROOMS

- Dust everything to prep for cleaning and vacuuming. Use clean microfiber cloths for dusting and use a pole duster for light fixtures (if within reach)
- Sweep and dust under all furniture prior to cleaning floors
- Vacuum carpet, wipe down all wall plates/light switches and spot clean as needed
- Neatly make bed, stage furniture, frames, and pillows

DINING ROOM

- Dust everything to prep for cleaning and vacuuming. Use clean microfiber cloths for dusting and use a pole duster for light fixtures (if within reach)
- Clean dining room table, chairs, furniture and any décor items/frames/mirrors/fixtures
- Sweep and dust under all furniture prior to cleaning floors
- Stage all furniture including chairs, frames and any décor

MISC.

- Prior to leaving do a walkthrough to ensure all trash is emptied, new trash bags are in place
- Light switches and wall plates are spot cleaned as needed
- All furniture and décor are staged and put back in place
- Clean interior and exterior glass on doors and sliding glass doors

INITIAL CLEANING

- EVERYTHING IN REGULAR CLEANING ABOVE PLUS -
- Light switches and wall plates are wiped and clean
- Dust all lighting fixtures, fans, vents, and blinds
- Clean all window seals with all-purpose cleaner and a microfiber cloth
- Clean interior windows with microfiber cloth and glass cleaner and clean all TV screens with screen cleaner and microfiber cloth
- Clean outside of kitchen and bathroom cabinets

FLOORS

- Dust everything high and low to prep for floors. Shake out any floor rugs, fold and set to the side to clean floors, dust and sweep under all furniture
- Sweep and mop all floor types besides carpet and vacuum all carpeted areas
- Hand clean any spots on the floor that mopping didn't pick up all the way or mop twice to ensure floors are fully clean. Be sure to get all corners and edges thoroughly

ADD-ONS

- Clean inside oven - \$35
- Clean and organize inside fridge - \$35
- Laundry Services - washing, drying and folding (we supply the lavender laundry detergent, fabric softener and dryer sheets) - \$30/per load
- Washing sheets, blankets and pillowcases/ replacing linens - \$25/bed
- Clean dishes, load and start dishwasher - \$15/load
- Organizational Design & Decluttering - TBD

DEEP CLEANING

- EVERYTHING IN REGULAR CLEANING AND INITIAL CLEANING PLUS -
- Clean underneath couch and other hard to reach places (also under couch cushions if requested)
- All baseboards and trim are wiped and clean
- Clean exterior of washer/dryer and empty lint from dryer lint trap
- Clean and wipe down all door handles and top of fridge
- Clean kitchen and bathroom cabinet toe kicks