

CLEANING CHECKLIST

Please check off the items that require cleaning in your home. Items in purple are included in our standard maintenance cleaning package while black items are included in our expanded deep cleaning package.

CLIENT NAME: _____

DATE: _____

EMPLOYEES: _____



PURPLE ITEMS = MAINTENANCE CLEANING



BLACK ITEMS = DEEP CLEANING

BATHROOMS

- | | | |
|---|---|---|
| <input type="checkbox"/> Remove High Cobwebs | <input type="checkbox"/> Wash Walls & Baseboard Around Toilet | <input type="checkbox"/> Vacuum Floors |
| <input type="checkbox"/> Dust Vent Fan | <input type="checkbox"/> Clean & Sanitize Countertops | <input type="checkbox"/> Mop Floors |
| <input type="checkbox"/> Dust Light Fixtures | <input type="checkbox"/> Fixtures Polished & Shined | <input type="checkbox"/> Spray Bio Enzymatic Deodorizer |
| <input type="checkbox"/> Dust Furniture | <input type="checkbox"/> Clean Interior Cabinets | |
| <input type="checkbox"/> Dust Picture Frames | <input type="checkbox"/> Clean Exterior Cabinets | |
| <input type="checkbox"/> Mirrors Cleaned | <input type="checkbox"/> Spot Cleaning Doors & Door Frames | |
| <input type="checkbox"/> Clean Windows | <input type="checkbox"/> Spot Clean the Walls | |
| <input type="checkbox"/> Clean Window Sills | <input type="checkbox"/> Sanitize Light Switch Plate | |
| <input type="checkbox"/> Clean Window Screens | <input type="checkbox"/> Sanitize Door Knobs | |
| <input type="checkbox"/> Dust Shutters | <input type="checkbox"/> Dust Baseboards | |
| <input type="checkbox"/> Hand Wash Shutters | <input type="checkbox"/> Hand Wash Baseboards | |
| <input type="checkbox"/> Toilet Cleaned & Sanitized | <input type="checkbox"/> Tile & Grout Steam Cleaning | |
| <input type="checkbox"/> Clean Toilet Paper Holder | <input type="checkbox"/> Empty Trash Bin | |

BEDROOMS

- | | | |
|---|--|---|
| <input type="checkbox"/> Remove High Cobwebs | <input type="checkbox"/> Clean Window Sills | <input type="checkbox"/> Sanitize Door Knobs |
| <input type="checkbox"/> Deep Clean Ceiling Fan | <input type="checkbox"/> Clean Window Screens | <input type="checkbox"/> Dust Baseboards |
| <input type="checkbox"/> Dust Ceiling Fan | <input type="checkbox"/> Dust Shutters | <input type="checkbox"/> Hand Wash Baseboards |
| <input type="checkbox"/> Dust Light Fixtures | <input type="checkbox"/> Hand Wash Shutters | <input type="checkbox"/> Empty Garbage Bin |
| <input type="checkbox"/> Dust Furniture | <input type="checkbox"/> Spot Cleaning Doors & Door Frames | <input type="checkbox"/> Vacuum Floors |
| <input type="checkbox"/> Dust Picture Frames | <input type="checkbox"/> Spot Clean the Walls | <input type="checkbox"/> Mop Floors |
| <input type="checkbox"/> Clean Mirrors | <input type="checkbox"/> Clean Interior Closet Baseboards & Floors | <input type="checkbox"/> Spray Bio Enzymatic Deodorizer |
| <input type="checkbox"/> Clean Windows | <input type="checkbox"/> Sanitize Light Switch & Plate | |



PURPLE ITEMS = MAINTENANCE CLEANING



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HOME OFFICE

- | | | |
|--------------------------|-------------------------------------|------------------------------|
| ■ Dust Ceiling Fan | ■ Clean Window Screens | ■ Dust Baseboards |
| ■ Deep Clean Ceiling Fan | ■ Dust Shutters | ■ Hand Wash Baseboards |
| ■ Dust Light Fixtures | ■ Hand Wash Shutters | ■ Empty Garbage Bin |
| ■ Dust Furniture | ■ Wipe Down Office Desk | ■ Vacuum Floors |
| ■ Dust Picture Frames | ■ Spot Cleaning Doors & Door Frames | ■ Mop Floors |
| ■ Clean Mirrors | ■ Spot Clean The Walls | ■ Spray Enzymatic Deodorizer |
| ■ Clean Windows | ■ Sanitize Light Switch Plate | |
| ■ Clean Window Sills | ■ Sanitize Door Knobs | |

HALLWAY

- | | | |
|-----------------------|-------------------------------------|---|
| ■ Remove High Cobwebs | ■ Clean Window Screens | ■ Clean Interior Closet Baseboards & Floors |
| ■ Dust Light Fixtures | ■ Dust Shutters | ■ Dust Baseboards |
| ■ Dust Picture Frames | ■ Hand Wash Shutters | ■ Hand Wash Baseboards |
| ■ Mirrors Cleaned | ■ Spot Cleaning Doors & Door Frames | ■ Empty Garbage Bin |
| ■ Dust Furniture | ■ Spot Clean The Walls | ■ Vacuum Floors |
| ■ Clean Windows | ■ Sanitize Light Switch Plate | ■ Mop Floors |
| ■ Clean Window Sills | ■ Sanitize Door Knobs | ■ Spray Bio Enzymatic Deodorizer |

STAIRS

- | | |
|-------------------------------|------------------------------|
| ■ Remove High Cobwebs | ■ Hand Wash Stair Spindles |
| ■ Spot Clean the Walls | ■ Dust Stair Railing |
| ■ Sanitize Light Switch Plate | ■ Hand Wash Stair Railing |
| ■ Dust Baseboards | ■ Hand Wash Stair Risers |
| ■ Hand Wash Baseboards | ■ Vacuum Stairs |
| ■ Dust Stair Trim | ■ Mop Floors |
| ■ Hand Wash Stair Trim | ■ Spray Enzymatic Deodorizer |



PURPLE ITEMS = MAINTENANCE CLEANING



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KITCHEN & DINING

- | | | |
|---------------------------------------|---|----------------------------------|
| ■ Remove High Cobwebs | ■ Hand Wash Kick Plate Below Cabinets | ■ Dust Baseboards |
| ■ Dust Ceiling Fan | ■ Clean Backsplash | ■ Hand Wash Baseboards |
| ■ Dust Light Fixtures | ■ Clean Interior of Microwave | ■ Empty Trash Bin |
| ■ Dust Furniture | ■ Deep Clean Interior of Fridge | ■ Vacuum Floors |
| ■ Dust Picture Frames | ■ Deep Clean Interior of Oven | ■ Mop Floors |
| ■ Mirrors Cleaned | ■ Deep Clean Oven Range Hood | ■ Spray Bio Enzymatic Deodorizer |
| ■ Clean Windows | ■ Clean Exterior Oven, Fridge & Microwave | ■ Tile & Grout Steam Cleaning |
| ■ Clean Window Sills | ■ Move Out Appliances to Clean Behind Them | |
| ■ Clean Window Screens | ■ Clean & Sanitize Countertops | |
| ■ Dust Shutters | ■ Fixtures Polished & Shined | |
| ■ Hand Wash Shutters | ■ Clean Dining Room Table | |
| ■ Clean Patio Glass Door | ■ Wipe Down Dining Table Set (Including Chairs) | |
| ■ Clean Patio Door Track | ■ Spot Clean Doors & Door Frames | |
| ■ Clean Exterior Cabinets | ■ Spot Clean the Walls | |
| ■ Clean Interior Cabinets | ■ Sanitize Light Switch Plate | |
| ■ Clean Panel Underneath Top Cabinets | ■ Sanitize Door Knobs | |

LIVING & FAMILY ROOMS

- | | |
|--|-------------------------------------|
| ■ Remove High Cobwebs | ■ Clean Patio Glass Door |
| ■ Dust Ceiling Fan | ■ Clean Patio Door Track |
| ■ Dust Light Fixtures | ■ Spot Cleaning Doors & Door Frames |
| ■ Clean Mirrors | ■ Spot Clean the Walls |
| ■ Dust Picture Frames | ■ Sanitize Light Switch Plate |
| ■ Dust Furniture | ■ Sanitize Door Knobs |
| ■ Vacuum off Sofas & Chairs | ■ Dust Baseboards |
| ■ Remove Couch Cushions to Vacuum Underneath | ■ Hand Wash Baseboards |
| ■ Move Couch & Chairs to Clean Behind | ■ Empty Garbage Bin |
| ■ Clean Windows | ■ Vacuum Floors |
| ■ Clean Window Sills | ■ Mop Floors |
| ■ Clean Window Screens | ■ Spray Bio Enzymatic Deodorizer |
| ■ Dust Shutters | |



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LAUNDRYROOM

- Remove High Cobwebs
- Dust Light Fixtures
- Dust Vent Fan
- Dust Furniture
- Dust Picture Frames
- Mirrors Cleaned
- Clean Windows
- Clean Window Sills
- Clean Window Screens
- Dust Shutters
- Hand Wash Shutters
- Clean Exterior Cabinets
- Clean Interior Cabinets
- Move Out Appliances to Clean Behind Them
- Clean Exterior Appliances
- Spot Cleaning Doors & Door Frames
- Spot Clean the Walls
- Sanitize Light Switch Plate
- Sanitize Door Knobs
- Dust Baseboards
- Hand Wash Baseboards
- Clean Utility Sink
- Empty Garbage Bin
- Vacuum Floors
- Mop Floors
- Spray Enzymatic Deodorizer

BASEMENT

WHICH BEST DESCRIBES YOUR BASEMENT?

- FINISHED BASEMENT
- PARTIALLY FINISHED BASEMENT
- UNFINISHED



- Remove High Cobwebs
- Dust Ceiling Fan
- Deep Clean Ceiling Fan
- Dust Lighting Fixtures
- Clean Mirrors
- Dust Picture Frames
- Dust Furniture
- Vacuum Off Sofas & Chairs

- Move Couch & Chairs to Clean Behind
- Clean Windows
- Clean Window Sills
- Clean Window Screens
- Dust Shutters
- Hand Wash Shutters
- Clean Exterior Cabinets
- Clean Interior Cabinets
- Spot Cleaning Doors & Door Frames
- Spot Clean the Walls
- Sanitize Light Switch Plate
- Sanitize Door Knobs

- Dust Baseboards
- Hand Wash Baseboards
- Empty Garbage Bin
- Vacuum Floors
- Vacuum Furnace Room Floors
- Mop Floors
- Spray Bio Enzymatic Deodorizer

SIGN OFF

NOTES:

SIGN OFF:
