

Cleaning Checklist

Formal Living, Dining & Family Room Areas:

- ☐ Dust furniture
- ☐ Vacuum carpets
- ☐ Clean under couch cushions
- ☐ Dust light fixtures
- ☐ Dust exposed heat registers and baseboards
- ☐ Dust windowsills
- ☐ Patio doors inside and out

Kitchen and Laundry Areas:

- ☐ Clean countertops
- ☐ Clean small kitchen appliances
- ☐ Microwave inside and out
- ☐ Stove exterior and inside oven window
- ☐ Refrigerator exterior, rubber seals and air vents
- ☐ Cabinet exteriors
- ☐ Dishwasher and trash compactor exteriors
- ☐ Sink, faucet and drain
- ☐ Inside windows over sink
- ☐ Dust window sills
- ☐ Vacuum and mop floors
- ☐ Dust exposed heat registers and baseboards
- ☐ Washer and dryer exteriors; inside washer lid

Entry, Exit, Stairwell, Hallway

- ☐ Dust furniture
- ☐ Dust light fixtures, lamp shades and artwork
- ☐ Vacuum and mop floors
- ☐ Dust exposed heat register and baseboards

Bedrooms and Office Areas:

- ☐ Dust furniture
- ☐ Vacuum carpets
- ☐ Linens: change or straighten
- ☐ Dust exposed heat registers and baseboards
- ☐ Dust light fixtures, lampshades and artwork

Master Bath:

- ☐ Tub/shower stall(s)
- ☐ Commode inside and out
- ☐ Lights, mirrors and counter
- ☐ Clean cabinet exteriors
- ☐ Paper holder/towel racks
- ☐ Vacuum and mop floors and rugs
- ☐ Dust exposed heat registers and baseboards

Hallway Bath:

- ☐ Tub/shower stall(s)
- ☐ Commode inside and out
- ☐ Lights, mirrors and counter
- ☐ Clean cabinet exteriors
- ☐ Paper holder/towel racks
- ☐ Vacuum and mop floors and rugs
- ☐ Dust exposed heat registers and baseboards

Half Bath:

- ☐ Commode inside and out
- ☐ Lights, mirrors and counter
- ☐ Clean cabinet exteriors
- ☐ Paper holder/towel racks
- ☐ Vacuum and mop floors and rugs

- ☐ Dust exposed heat registers and baseboards

Rotational Tasks:

These tasks are typically completed on a rotational basis, depending on the needs in your home from visit to visit, or we will select these tasks based on an area or room of concentration.

- ☐ Polish furniture
- ☐ Edge carpets
- ☐ Cobweb patrol
- ☐ Polish kitchen cabinets
- ☐ Polish bathroom cabinets

Extra Task Assignments:

The following services may be available with prior advance notice and at additional charge. These items are not considered every-time cleaning tasks.

- ☐ Wash windows inside
- ☐ Empty, wipe and replace items inside the cabinets and/or hutches
- ☐ Removes shoes, etc. from closets, vacuum and replace
- ☐ Vacuum drapes
- ☐ Clean ornate chandeliers
- ☐ Remove ashes from fireplace
- ☐ Clean inside oven (please run self-cleaning ovens the night before)
- ☐ Clean inside the refrigerator
- ☐ Wash light fixtures
- ☐ Move and vacuum under furniture

