



Routine Cleaning Checklist

Kitchen & Laundry Areas

1. Remove cobwebs
2. Dust Light Fixtures
3. Dust Blinds
4. Clean Window Sills
5. Clean & Disinfect Inside & Outside of Microwave
6. Clean & Disinfect Countertops
7. Clean & Disinfect Top of Stove Range/Drip Pans
8. Wipe Fronts of Cabinets
9. Clean Exterior of Fridge / Freezer
10. Clean exterior of Small Kitchen Appliances
11. Polish Stainless Steel appliances (when applicable)
12. Clean & Disinfect Sink
13. Dust/Wipe Exterior of washer , Dryer & Dishwasher
14. Vacuum & Mop Floor

Special Requests/Notes:

- 1.) _____
- 2.) _____

Bathrooms

1. Remove Cobwebs
2. Clean Fronts of Cabinets
3. Dust Light Fixtures, Fan, etc.
4. Clean Window Sills
5. Clean Mirrors
6. Clean & Disinfect Sink & Polish Chrome
7. Clean & Disinfect Countertops (Move & Wipe Everything)
8. Clean & Disinfect Toilet & Behind Toilet
9. Clean & Disinfect Tub/Shower/Grout/Shower Doors
10. Dust & Spot Wipe Baseboards
11. Clean/Disinfect Floors (By hand when possible)

Special Requests/Notes:

- 1.) _____
- 2.) _____

Bedrooms & Office Areas

1. Remove Cobwebs
2. Dust Blinds
3. Clean Window Sills
4. Dust & Spot Wipe Baseboards
5. Dust Furniture
6. Vacuum
7. Mop (If Applicable)

Special Requests/Notes:

- 1.) _____
- 2.) _____

Dining Room & Living Room

1. Remove Cobwebs
2. Dust Blinds
3. Clean Window Sills
4. Dust /wipe Furniture
5. Dust Baseboards
6. Vacuum Floor
7. Mop (If Applicable)

Special Requests/Notes:

- 1.) _____
- 2.) _____

General

- 1.) Empty Trash in Bathrooms
- 2.) Spot Clean Fingerprints on Interior Doors
- 3.) Clean Light Switch Plates
- 4.) Spot Wipe fingerprints on Walls (Where Necessary)
- 5.) Vacuum & Mop all Floors (Where applicable)
- 6.) Dust & Wipe interior Stair Railings
- 7.) Dust along ceilings and corners for cobwebs (very high ceilings may require client to provide extendable pole)

Special Requests

Most Special Request items listed below (except where noted) are charged extra on a case by case basis. Please notify us if you would like to add any of the below items to your regular service. We will tailor your cleaning service and price to meet your needs.

1. Laundry
2. Wash Dishes
3. Make Beds & Change Linens \$4.00/Bed
4. Clean Inside Oven \$35.00
5. Clean Inside Fridge &/or Freezer \$35.00
6. Clean Inside Cupboards
7. Clean in Closets
8. Wipe Shelves in Closets & Pantry
9. Hand Wipe Blinds
10. Clean Window Tracks
11. Polish Furniture
12. Vacuum Furniture
13. Hand wipe baseboards
14. Empty trash in rooms other than bathrooms
15. Window Cleaning (Scheduled Separately)
16. Clean glass on picture frames
17. Remove books from shelves and clean behind
18. Vacuum under and behind furniture, beds, etc - Please specify:

Comments/Notes for cleaner(s): _____