

# 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 vent lid

## Bedrooms and Office Areas:

- Dust furniture
- Vacuum carpets
- Linens: change or straighten
- Dust exposed heat registers and baseboards
- Dust light fixtures, lamp shades 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

## Entry, Exit, Stairwell, Hallway

- Dust furniture
- Dust light fixtures, lamp shades and artwork
- Vacuum and mop floors
- 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, our crew will select these tasks based on a room of concentration.*

- Polish furniture
- Move and clean under furniture
- Edge carpets
- Clean unexposed heat registers and baseboards
- Spidee web patrol
- Dust ceiling fans
- Wash artwork/light fixtures
- Wash window frames
- Wash door frames
- Polish kitchen cabinets
- Wash kitchen baseboards and splashboards
- 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
- Wash walls and ceilings
- 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
- Strip, remove and replace floor wax
- Clean inside oven (please run self-cleaning ovens the night before)
- Clean inside the refrigerator