

Maintenance CLEANING CHECKLIST

CLIENT & PROPERTY INFORMATION

GENERAL CLEANING TASKS

Walls and Ceilings

- ☐ Dust all cobwebs and corners
- ☐ Dust all ceiling fans in home
- ☐ Dust windows, sills, and blinds
- ☐ Dust all shelves, pictures, and decor
- ☐ Dust the top of fridge and top of cabinets
- ☐ Dust air/heating vents in each room
- ☐ Dust behind the headboard of beds
- ☐ Spot-Clean visible wall markings and spots

Floor and Carpet Care

- ☐ Vacuum all rooms (even ones without carpets)
- ☐ Vacuum all baseboards (as needed)
- ☐ Vacuum any stairs, mats, or area rugs
- ☐ Mop floors according to floor type
- ☐ Move area rugs and vacuum under the rugs

High-Touch Surface Areas

- ☐ All surfaces wiped down and disinfected
- ☐ All mirrors and glass wiped without streaks
- ☐ Door knobs, door handles, and light switches to be wiped down and disinfected

Misc. General Cleaning Tasks

- ☐ All areas lightly organized and picked-up
- ☐ Spot-clean interior windows and sills
- ☐ Visible pet hair removed from upholstery

WASTE DISPOSAL

Garbages

- ☐ All garbage emptied from each room
- ☐ Tops of lids wiped down, re-line canister
- ☐ Dispose of in designated canisters/areas

Recycling

- ☐ All recycling emptied from each room
- ☐ Tops of lids wiped down, re-line canister
- ☐ Dispose of in designated canisters/areas

NOTES ON WASTE DISPOSAL ⚠

All waste and recycling removal is done on a case-by-case basis and only upon client approval will we utilize clients trash and recycling bins for removal.



KITCHEN AREA

Fridge, Oven, and Hood Range

- ☐ Spray hood range with degreaser and let soak for 10 minutes, then wipe the area
- ☐ Remove all metal burners and knobs from the oven (if you can) and clean
- ☐ Lift cooktop and scrub clean (as needed)
- ☐ Wipe down and disinfect top, sides, front, knobs, and the handles of the oven
- ☐ Wipe down the front and handle of fridge
- ☐ Open fridge doors and wipe top, bottom, and the sides

Appliances

- ☐ Wipe down all appliances on the counter.
- ☐ Remove coffee grinds, clean out coffee pot or Keurig machine and trays.
- ☐ Remove crumbs and debris from the toaster oven, wipe down.
- ☐ Clean and disinfect the front, top, and handle of dish washer.
- ☐ Clean out air fryer (if any), toaster oven (if any) with heavy duty degreaser.

Countertops and Backsplash

- ☐ Wipe down all countertops, cutting boards (if any), and backsplash (as needed, use discretion)

Cabinets and Drawers

- ☐ Wipe down fronts of cabinets
- ☐ Wipe down fronts of drawers

Sinks and Faucets

- ☐ Empty out any debris from the sink
- ☐ Scrub corners and inside of sink(s)
- ☐ Scrub drain stoppers and sink plugs
- ☐ Scrub the faucet and the knobs
- ☐ Place garbage disposal packet in drain and start (or run with dawn dish soap)
- ☐ Dry inside of sink and faucet

Microwave Oven

- ☐ Clean the plate by wiping it down
- ☐ Wipe down the inside, top, front, sides, and handle of the microwave

Maintenance CLEANING CHECKLIST

COMMON AREAS

LIVING ROOM, DINING ROOM, FOYER, STAIRS

General Tasks

- ☐ Light organization and putting away items
- ☐ Wipe down remotes and controllers
- ☐ Vacuum couches if hair is present, fold throw blankets, and fluff pillows
- ☐ Dust Knick-knacks and decor, damp wipe
- ☐ Polish any wooden furniture or chests (upon client request only)

BEDROOMS AND OFFICES

Designated Bedrooms

- ☐ Make up beds (make them hotel neat)
- ☐ Duvet changes (all bedrooms included)
- ☐ Light organization and picking up items
- ☐ Neatly fold throws, fluff any pillows
- ☐ Wipe surfaces, light switches, door knobs
- ☐ Dust ceilings, window sills, and ceiling fans

Offices (Spare Bedrooms)

- ☐ Light organization and picking up items
- ☐ Dry-Wipe the electronics
- ☐ Wipe surfaces, light switches, door knobs
- ☐ Dust ceilings, window sills, and ceiling fans

OPTIONAL ADD-ON SERVICES

- ☐ **Dishes (20+ items)** \$20
- ☐ **Laundry (1 load)** \$25
- ☐ **Inside Refridgerator** \$30
- ☐ **Inside Oven** \$35
- ☐ **Organization** \$35
- ☐ **Windows, Tracks, Sills** \$40
- ☐ **All Baseboards** \$20
- ☐ **Deep Cleaning Upgrade** \$50
- ☐ **Polishing and Stonecare** \$75

If you have a recommendation or a question
please feel free to ask your cleaning team.

YOUR CLEANER(S) TODAY

Your Satisfaction is our Top Priority!

[cleaner names]

BATHROOMS

Toilets

- ☐ Wipe front, back, sides, lid, seat of toilet
- ☐ Scrub toilet bowl with cleaner and flush
- ☐ Scrub bidet mechanism with toilet brush
- ☐ Disinfect toilet bowl brush and place back in holder, wipe down housing unit
- ☐ Place blue toilet tablet in the tank

Sinks and Faucets

- ☐ Remove any debris from drains
- ☐ Scrub out entire sink/tub/shower area (use your discretion, if not bad, wipe it down)
- ☐ Spot-clean sink walls for toothpaste
- ☐ Clean and shine sink/tub/shower faucets
- ☐ Neatly fold any towels or washcloths

Shower and Bathtubs

- ☐ Scrub bathtub/shower floor and walls
- ☐ Wipe tub/shower completely dry
- ☐ Wipe clean any glass shower doors
- ☐ Squeegee the glass door and shine

Surface Areas and Mirrors

- ☐ Wipe down all surfaces and disinfect
- ☐ Spot-clean walls, light switches, knobs
- ☐ Clean all mirrors and light bars
- ☐ Check exhaust fan and dust (as needed)
- ☐ Polishing done as upgrade only.

CLEANING TEAM NOTES

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