|  |  |
| --- | --- |
|  |  |

# Cleaning Checklist

## Client Information

| Name |  | Cell # |  |
| --- | --- | --- | --- |
| Address |  | Email |  |
| Square Footage |  | Plan for Getting in Home on Day of Service: |  |
| Floor Plan |  | Scheduled Cleaning Date: |  |

## Living Rooms/ Sitting Rooms

|  |  |  |  |
| --- | --- | --- | --- |
|   | Completed |   | Completed |
| Wipe Lighting/ Fan/ Fan Blades (Both Sides)  | [ ]  |  Bona Hardwood Floor Polished | [ ]  |
| Wipe Window Sills & Frames & above Window sills  | [ ]  |  Shop-Vac & clean inside of Fireplace | [ ]  |
| Wipe Fireplace Mantel  | [ ]  |   | [ ]  |
| Wipe Outside of Fireplace (Black & Glass)  | [ ]  |   | [ ]  |
| Scrub/ Wipe/ Clean Baseboards  | [ ]  |   |  |
| Wipe Electrical Outlets/ Lighting Switches  | [ ]  |   |  |
| Sweep/Bona Clean & Mop Hardwood Floor  | [ ]  |   |  |

## Bedrooms

|  |  |  |  |
| --- | --- | --- | --- |
|   | Completed |   | Completed |
| Wipe Lighting/ Fan/ Fan Blades (Both Sides)  | [ ]  |  **Wipe Blinds** | [ ]  |
| Clean Doors from Hallway & Closets (Both sides)  | [ ]  |  **Wipe Molding across middle of wall** | [ ]  |
| Wipe Thresholds & Above Doors  | [ ]  |  **Vacuum Carpet & Carpet Edges** | [ ]  |
| Scrub/ Wipe/ Clean Baseboards  | [ ]  |   | [ ]  |
| Wipe Electrical Outlets/ Lighting Switches  | [ ]  |   | [ ]  |
| Sweep/Bona Clean & Mop Hardwood Floor  | [ ]  |   | [ ]  |

## Living Rooms/ Formal Dining Rooms/ Playrooms/ Bonus Rooms

|  |  |  |  |
| --- | --- | --- | --- |
|   | Completed |   | Completed |
| Wipe Lighting/ Fan/ Fan Blades (Both Sides)  | [ ]  |  **Bona Hardwood Floor Polished** | [ ]  |
| Wipe Window Sills & Frames & above Window sills  | [ ]  |  **Shop-Vac & clean inside of Fireplace** | [ ]  |
| Wipe Fireplace Mantel  | [ ]  |   | [ ]  |
| Wipe Outside of Fireplace (Black & Glass)  | [ ]  |   | [ ]  |
| Scrub/ Wipe/ Clean Baseboards  | [ ]  |   |  |
| Wipe Electrical Outlets/ Lighting Switches  | [ ]  |   |  |
| Sweep/Bona Clean & Mop Hardwood Floor  | [ ]  |   |  |

## Kitchen

|  |  |  |  |
| --- | --- | --- | --- |
|   | Completed |   | Completed |
| Wipe Lighting Above Bar/ Island  | [ ]  | Scrub/ Wipe/ Clean Baseboards  | [ ]  |
| Wipe Lighting/ Fan/ Fan Blades (Both Sides)  | [ ]  | Detail Kitchen Floor under cabinets  | [ ]  |
| Wipe Electrical Outlets/ Lighting Switches  | [ ]  | **Sweep & Mop Kitchen Floor**  | [ ]  |
| Clean Pantry Door | [ ]  |  | [ ]  |
| Wipe Window Sills & Frames & above Window sills  | [ ]  |  **Clean inside of Microwave**  | [ ]  |
| Clean Door (Both Sides) to Outside | [ ]  |  **Clean inside of Refrigerator**  | [ ]  |
| Wipe Above Door (Inside Home only) | [ ]  |  **Clean inside of Oven & Oven Door**  | [ ]  |
| Wipe shelves & drawers inside all cabinets | [ ]  |  **Clean inside of Dishwasher** | [ ]  |
| **Polish Cabinet Door Handles** | [ ]  | Sweep/Bona Clean & Mop Hardwood Floor  | [ ]  |
| **Dust/ Furniture Polish Outside facing & visible shelves of cabinets**  | [ ]  |  | [ ]  |
| Dust Visible Cabinet Door Hinges | [ ]  |  | [ ]  |
| Wipe Backsplash | [ ]  |  | [ ]  |
| Clean/ Sanitize/ Polish Kitchen Counters | [ ]  |  | [ ]  |
| Toothbrush & Vinegar Clean Sink Handles, Facet, and Dispenser | [ ]  |  | [ ]  |
| Scrub & Polish Inside of stainless steel sink | [ ]  |  | [ ]  |
| Polish OUTSIDE of Stainless steel appliances  | [ ]  |  | [ ]  |
| Sweep/ Mop Inside Pantry | [ ]  |  | [ ]  |
|  |  |  |  |

## Bathrooms

|  |  |  |  |
| --- | --- | --- | --- |
|   | Completed |   | Completed |
| Wipe Lighting Above Sinks  | [ ]  | Scrub/ Wipe/ Clean Baseboards  | [ ]  |
| Wipe Mirror Frames and Clean Mirrors  | [ ]  | Wipe Towel Bars & Toilet Paper Holders  | [ ]  |
| Wipe Electrical Outlets/ Lighting Switches  | [ ]  | **Sweep & Mop Bathroom Floor**  | [ ]  |
| Wipe Blinds | [ ]  | **Detail Bathroom Floor around cabinets**   | [ ]  |
| Wipe Window Sills & Frames & above Window sills  | [ ]  | **Scrub & Clean Tub Top to Bottom**  | [ ]  |
| Clean Door (Both Sides) | [ ]  | **Wipe Outside of Tub**  | [ ]  |
| Toothbrush & Vinegar Clean Sink Handles, Facet, and Dispenser | [ ]  | Tootbrush Bleach Clean Toilet Bowl Hinges | [ ]  |
| Wipe shelves & drawers inside all cabinets | [ ]  | Tootbrush Bleach Clean Toilet Base Knobs | [ ]  |
| **Polish Cabinet Door Handles** | [ ]  | Tootbrush Bleach Clean Toilet Bowl Base | [ ]  |
| **Dust/ Furniture Polish Outside facing & visible shelves of cabinets**  | [ ]  | Bleach Clean Toilet Bowl Seats | [ ]  |
| Dust Visible Cabinet Door Hinges | [ ]  | Bleach Clean Back of Toilet Bowl | [ ]  |
| Wipe Backsplash | [ ]  | **Scrub Extremely Well inside of Toilet Bowl** | [ ]  |
| Clean/ Sanitize/ Polish Bathroom Counters | [ ]  | **Toothbrush Bleach Clean Garden Tub Jets** | [ ]  |
| Scrub Inside of sink & drain | [ ]  | **Scrub Shower Tile Top to Bottom** | [ ]  |
| **Wipe Above Tub (Ledge)** | [ ]  | **Clean Shower Door Glass (Inside & Outside)** | [ ]  |
| Toothbrush & Vinegar Clean Shower & Tub Handles & Facet | [ ]  | **Clean Shower Door Frame** | [ ]  |
| Sweep/ Mop Inside Pantry | [ ]  |  | [ ]  |

## Entry/ Back door/ Stairs/ Hallways

|  |  |  |  |
| --- | --- | --- | --- |
|   | Completed |   | Completed |
| Sweep Off Front Porch & Steps | [ ]  | Wipe shelves & drawers inside all cabinets of halls | [ ]  |
| Clean/ Polish Front Door (Both sides)  | [ ]  | **Polish Cabinet Door Handles in halls** | [ ]  |
| Clean Glass Panes on either sides & above door (Both sides)  | [ ]  | **Dust/ Furniture Polish Outside facing & visible in halls**  | [ ]  |
| Scrub/ Wipe/ Polish/ Windex Front Door  | [ ]  | Dust Visible Cabinet Door Hinges in Halls | [ ]  |
| Clean Front Door Threshold  | [ ]  | **Sweep back porch**  | [ ]  |
| Scrub/ Wipe/ Clean Baseboards at Entry  | [ ]  |  | [ ]  |
| Wipe Electrical Outlets/ Lighting Switches  | [ ]  |  | [ ]  |
| Sweep/Bona Clean & Mop Hardwood Floor  | [ ]  |  | [ ]  |
| Swiffer baseboards  | [ ]  |  | [ ]  |
| Sweep/ Mop Hardwood  | [ ]  | **Sweep Deck**  | [ ]  |
| **Clean Back door (Both Sides)**  | [ ]  | **Polish Hardwood Floor**  | [ ]  |

## Laundry Room

|  |  |  |  |
| --- | --- | --- | --- |
|   | Completed |   | Completed |
| Sweep & Mop | [ ]  | Wipe shelves & drawers inside all cabinets  | [ ]  |
| Wipe Doors & Frame (Both sides)  | [ ]  | **Polish Cabinet Door Handles n halls** | [ ]  |
| Clean Light Switches & Breaker Box | [ ]  | **Dust/ Furniture Polish Outside facing & visible**  | [ ]  |
|  | [ ]  | Dust Visible Cabinet Door Hinges  | [ ]  |

## Additional Tasks

|  |  |  |  |
| --- | --- | --- | --- |
|   | Completed |   | Completed |
| Sweep Garage | [ ]  | Sweep Out Attic  | [ ]  |
| Clean Inside of all Windows  | [ ]  | **Shop-Vac & Clean all Window Channels & tracks** | [ ]  |
| Clean Outside of all Windows | [ ]  | **Clean Window Screens**  | [ ]  |
| **Clean Attic Window (Inside & Out)** | [ ]  | Sweep out Attached Storage Shed  | [ ]  |

**ALL HIGHLIGHTED items are NOT part of the price estimate. They are not applicable to this residence or incure additional charges/ fees for such services. For price of highlighted services and to add these to your price estimate, please email the owner of Helpful Housekeeping at** **jolenefine@yahoo.com****. Though the seller may not wish to incure these charges, the buyer may wish to pay the cleaning company separately for such highlighted tasks. Please note that this checklist has been customized for this home and price estimates are based upon the condition of the house as it was shown via Zillow online pictures.**

**Helpful Housekeeping does NOT remove ANY food, trash, furniture, décor, hangers, clothing, toys, etc. left in the rooms, closets, or cabinets. That is the responsibility of the current home owner. All items must be removed BEFORE the date of service.**

**Please have the temperature of the home set to 68 degrees as a curtisy of the cleaners.**

**Questions: Call or Text Jolene Fine @ Helpful Housekeeping at 850-272-5012**