

Cleaning Checklist

KITCHEN	
<p><u>Refrigerator:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Remove & clean ice trays. <input type="checkbox"/> Clean freezer, including brackets, & remove any food/trash/debris. <input type="checkbox"/> Thoroughly wipe & clean all interior surfaces of fridge. Don't forget the seals! Thoroughly wipe & clean all exterior surfaces of fridge, including the sides. <input type="checkbox"/> Pull out fridge to sweep and mop underneath. Remove any food/trash/debris. <input type="checkbox"/> Vacuum dirt from exposed refrigerator coils or wipe down if needed <input type="checkbox"/> *DO NOT TURN OFF OR UNPLUG IT * <p><u>Microwave:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Remove & clean glass plate. Thoroughly wipe and clean all interior surfaces. <input type="checkbox"/> Thoroughly wipe and clean all exterior surfaces, including the microwave vent. Thoroughly wipe and clean bottom of microwave <p><u>Lights / Floors / Walls:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Remove, clean, & reinstall kitchen light cover, including entryway globes <input type="checkbox"/> Replace light bulbs that have been burnt out. Lights in fixtures must match color & size <input type="checkbox"/> Wipe and clean all switch plates <input type="checkbox"/> Thoroughly sweep and mop floors <input type="checkbox"/> Scrub/wipe any spills/food debris or splatter on walls. <input type="checkbox"/> Scrub/wipe any spills/food debris or splatter on baseboards <input type="checkbox"/> Dust/wipe floor, wall & ceiling vents 	<p><u>Hood Vent:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Remove, clean, and replace vent screen <input type="checkbox"/> Clean grease from top and inside of vent <p><u>Stove/Oven:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Remove, clean, & reinstall all knobs on stove/oven control panel. <input type="checkbox"/> Replace drip pans with brand new & correct size <input type="checkbox"/> Remove, clean, & reinstall oven grates and clean oven. Remove all baking & cleaner residue. <input type="checkbox"/> Remove, clean, & reinstall bottom drawer. Remove any trash/debris. <input type="checkbox"/> Thoroughly wipe and clean stove. Lift stove top to clean underneath. Pull out stove to sweep and mop underneath. <input type="checkbox"/> Clean both sides of stove. <p><u>Sink / Counter Tops / Dishwasher:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Wipe & clean all counter-tops, including the backsplash. Thoroughly scrub & clean all areas of the sink. Bleach if white. <input type="checkbox"/> Scrub and clean faucet fixtures, remove hard water/rust. <input type="checkbox"/> Check for trash/debris in dishwasher and remove. <input type="checkbox"/> Wipe and clean interior dishwasher seals <input type="checkbox"/> Thoroughly wipe & clean all exterior surfaces, including any gaps/lubbers. <p><u>Cabinets / Drawers:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Wipe & clean all interior surfaces of shelving. <input type="checkbox"/> Remove any trash/debris <input type="checkbox"/> Wipe & clean all exterior surfaces

ENTRYWAY / LIVING ROOM / DINING ROOM	
<p><u>Entryway:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Clean inside/outside of door, & knobs <input type="checkbox"/> Clean light fixtures, switch/outlet plates <input type="checkbox"/> Scrub/mop/vacuum floor <input type="checkbox"/> Scrub/wipe any spills/food debris or splatter from walls and baseboards <p><u>Lights / Ceiling Fan:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Remove, clean, & reinstall globes on ceiling fan <input type="checkbox"/> Wipe and clean ceiling fan fixtures and blades. Blades need to be streak free. <input type="checkbox"/> Replace light bulbs that have been burnt out <p><u>WHOLE HOUSE:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Chirping smoke detectors: if the batteries are dead or missing - replace them <input type="checkbox"/> Dust/wipe floor, wall & ceiling vents 	<p><u>Sliding Glass Door/Track Lighting/Blinds:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Wipe & Clean track lighting cans, exterior only <input type="checkbox"/> Thoroughly clean sliding door. Exterior and Interior. Don't forget the tracks! <input type="checkbox"/> Thoroughly wipe & clean vertical blinds. This includes the valance. <p><u>Walls / Baseboards / Vacuuming:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Wipe/scrub all walls and baseboards <input type="checkbox"/> Thoroughly vacuum <input type="checkbox"/> Remove all trash/debris <p><u>Windows / Blinds:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Thoroughly clean window interior and exterior if applicable. <input type="checkbox"/> Wipe clean the tracks of the window. <input type="checkbox"/> Thoroughly dust and clean blinds. <input type="checkbox"/> Replace if broken

BEDROOM(S)

Lights / Ceiling Fan:

- Remove, clean and reinstall globes on ceiling fan.
- Replace light bulbs that have been burnt out
- Wipe & clean ceiling fan fixtures and blades on both sides

Windows / Blinds:

- Thoroughly clean window interior and exterior if applicable.
- Wipe clean the tracks of the window.
- Thoroughly dust and clean blinds.
- Replace blinds if broken, bent or stained

Walls / Baseboards / Vacuuming:

- Wipe/scrub all walls and baseboards Thoroughly vacuum.
- Remove all trash/debris
- Check ceiling for cobwebs and remove.
- Dust/wipe floor, wall & ceiling vents

Doors:

- Wipe/clean door from dirt/grime and hand/finger prints
- Wipe/clean interior & exterior of door frame.
- Wipe/clean door knobs

BATHROOM(S)

Lights / Mirror / Exhaust Fan Cover:

- Wipe/clean light bulbs and replace light bulbs that have burnt out
- Thoroughly clean mirror
- Remove, clean, and reinstall exhaust fan cover

Walls / Baseboards / Floors:

- Wipe & scrub all walls and baseboards
- Thoroughly sweep and mop floor.
- Remove any debris/trash
- Check ceiling for cobwebs and remove
- Dust/wipe floor, wall & ceiling vents

Doors:

- Wipe/clean door from dirt/grime and hand/finger prints
- Wipe/clean interior & exterior of door frame
- Wipe/clean door knobs

Toilet Towel / Towel Bar / Toilet Paper Holder:

- Thoroughly clean all exterior and interior surfaces of the toilet. Surfaces should be free of debris and hair. (IF the seat is stained, beyond all cleaning, we will replace it at your expense)
- Wipe & clean towel bar
- Wipe & clean toilet paper holder

Shower / Tub / Faucet / Vanity / Cabinet:

- Thoroughly scrub & clean shower walls
- Thoroughly scrub & clean tub & drain (use bleach)
- Thoroughly scrub & clean showerhead
- Thoroughly scrub & clean sink & vanity
- Thoroughly scrub & clean faucet fixtures (shiny with no hard water)
- Wipe & clean vanity and cabinets
- Remove any trash/debris from vanity and inside cabinets

ADDITIONAL SPACES

Patio / Balcony / Porch:

- Remove any trash/debris & sweep
- Clean light fixtures of high dust, remove cobwebs
- Check storage closets for trash and remove if applicable

Garage:

- High dust, remove cobwebs
- Clean light fixtures
- Clean all shelves/storage
- Clean marks off switch, outlet plates, baseboards
- Remove any trash/debris & sweep
- Clean/Remove oil spills if possible

Utility Closet:

- Sweep floors, clean any dust bunnies
- Water Heater/ Furnace: dust

Staircase:

- Wipe down hand railing/baseboards & vacuum

Laundry Room:

- Remove any debris from washer and dryer
- Thoroughly wipe & clean interior and exterior surfaces of washer and dryer Remove lint from dryer lint trap
- Sweep, mop, and clean behind and underneath washer and dryer
- Remove any debris/trash
- Wipe down and clean shelving from all residue or spills
- Leave front loading washer doors OPEN to avoid molding
- Dust/wipe floor, wall & ceiling vents

Exterior:

- Yard: needs to be in same condition as was upon Move In.
- Do not leave lawn overgrown/covered in debris
- Trash removal: Do not leave any furniture or trash, it will be costly to pay someone to clean up your trash- if left behind