

Last Updated: _____

Source: _____

Customer: _____

Location: _____

Parking: _____

Frequency: _____

Pets: _____



Contact Info: _____

Entry: _____

Laundry: _____

Day/Time: _____

P: _____

General (all rooms)

- Sweep | vacuum all hard surfaces
- Mop all hard surfaces
- Vacuum all carpeted areas and rugs
- Vacuum / wipe furniture | remove pet hair
- Arrange sitting areas/couches, general straightening up of each room
- Dust baseboards
- Dust blinds/shades
- Dust pictures and frames (wipe glass if present)
- Dust all other horizontal surfaces
- Clean around door knobs, light switches plates, woodwork, and doorframes
- Take out all trash and/or recycling | wipe down bin

Kitchen

- Wipe down all appliances in kitchen (stainless steel cleaner as necessary)
- Clean dishes in kitchen sink or put in dishwasher
- Clean inside of microwave (inside oven: upon request only – ask for details)
- Move items to clean countertops, wipe down backsplash
- Clean and shine all fixtures
- Scrub floors on hands/knees if needed
- Wipe down or dust exterior of cabinets/drawers

Bathrooms

- Thoroughly clean and disinfect all toilets; wipe around the base of the toilet
- Thoroughly clean and disinfect all showers/tubs
- Wipe down tile (use grout brush when needed)
- Scrub floors on hands/knees if needed
- Clean all mirrors and light fixtures
- Wipe down vents

Bedrooms

- Mop/vacuum under bed if accessible
- Beds made
- Linens changed (upon request only)
- Dust all horizontal surfaces

Entry | Glass Doors

- Clean entry doors (interior AND exterior)
- Sweep entry way, wipe down lights, mailbox
- Clean all other sliding glass doors (interior AND exterior)

Laundry (upon request only)

-

Other special instructions:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____