

Customer Name: \_\_\_\_\_

Service Date/Time: \_\_\_\_\_

Team Leader: \_\_\_\_\_

Cleaning Techs: \_\_\_\_\_

**BATHROOMS**

M F F F H H

		M	F	F	F	H	H
<b>RECURRING SERVICE VISIT</b>	<b>RECURRING SERVICE VISIT</b>						
	Remove cobwebs; dust shelves and pictures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Empty garbage; replace bag	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clean and buff all mirrors and glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clean all light switches and door knobs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clean all light fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Polish towel racks, toilet paper holder and wipe shelves; fold toilet paper into triangle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Dust and tidy knickknacks and personal items including hanging towels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Spray Tub and Tile cleaner; allow to sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clean front of all cabinets, handles and sills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Scrub and dry sink, counters and soap dish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Scrub and dry shower door, track and glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Scrub and dry bathtub, shower floor, walls & grout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Scrub inside and out of toilet and dry outside; clean base of toilet and wipe baseboards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacuum, mop or hand-clean floor, including corners and edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>INITIAL SERVICE VISIT</b>	<b>INITIAL SERVICE VISIT</b>						
	Clean all doors and doorways, including trim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean all baseboards, vents and tops of radiators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>DEEP CLEAN UPGRADES</b>	<b>DEEP CLEAN UPGRADES</b>						
	Clean inside all drawers (remove and replace items if necessary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clean inside linen closet and closet shelves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean inside all cabinets (remove and replace item if necessary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**KITCHEN & DINING ROOM**

<b>RECURRING SERVICE VISIT</b>	<b>RECURRING SERVICE VISIT</b>	
	Gather dishes left and load to dishwasher (if available, or hand wash and leave on drying rack or towel)	<input type="checkbox"/>
	Remove cobwebs from lights, sills and baseboards	<input type="checkbox"/>
	Empty garbage and replace bags	<input type="checkbox"/>
	Dust all lights, fixtures, ceiling fans and fan blades	<input type="checkbox"/>
	Clean all light switches and doorknobs	<input type="checkbox"/>
	Clean table and chairs	<input type="checkbox"/>
	Clean window over sink and sill	<input type="checkbox"/>
	Clean inside and outside of microwave	<input type="checkbox"/>
	Clean stove burner pans, clean and polish stove top, front, control panel and hood vent	<input type="checkbox"/>
	Remove, clean and replace stove burner rings and grill; clean and polish stove top, front and control panel	<input type="checkbox"/>
	Clean front of all cabinets, handles and sills	<input type="checkbox"/>
	Clean counters and backsplash (move everything)	<input type="checkbox"/>
	Scrub sink and polish chrome	<input type="checkbox"/>
<b>INITIAL SERVICE VISIT</b>	<b>INITIAL SERVICE VISIT</b>	
	Clean and polish front of refrigerator, dishwasher and oven, including all handles	<input type="checkbox"/>
	Vacuum, clean, and/or mop floors, getting all corners and edges	<input type="checkbox"/>
<b>INITIAL SERVICE VISIT</b>	<b>INITIAL SERVICE VISIT</b>	
	Clean top of refrigerator	<input type="checkbox"/>
	Clean all doors and doorways, including trim	<input type="checkbox"/>
Clean all baseboard, vents and tops of radiators	<input type="checkbox"/>	
<b>DEEP CLEAN UPGRADES</b>	<b>DEEP CLEAN UPGRADES</b>	
	Clean inside oven	<input type="checkbox"/>
	Clean inside refrigerator (remove and replace everything)	<input type="checkbox"/>
	Clean inside all drawers (remove and replace items if necessary)	<input type="checkbox"/>
Clean inside all cabinets (remove and replace items if necessary)	<input type="checkbox"/>	

**NOTES**

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# 64 Point Residential Cleaning Checklist

Customer Name: \_\_\_\_\_

Service Date/Time: \_\_\_\_\_

Final Inspection Performed by: \_\_\_\_\_  
TEAM LEADER SIGNATURE

Customer Inspection Completed: \_\_\_\_\_  
CUSTOMER SIGNATURE

Initial Here If Customer Was Not Home At Time of Job Completion \_\_\_\_\_

DINING ROOM  
LIVING ROOM  
HALL & STAIRS  
ENTRANCE  
FAMILY ROOM  
OFFICE  
BONUS ROOM  
LAUNDRY ROOM

## COMMON ROOMS

	DINING ROOM	LIVING ROOM	HALL & STAIRS	ENTRANCE	FAMILY ROOM	OFFICE	BONUS ROOM	LAUNDRY ROOM
<b>RECURRING SERVICE VISIT</b>	Remove cobwebs from lights, baseboards and edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Dust ceiling fan and fan blades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clean and buff mirrors and glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clean light switches and door knobs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Dust lamps, lamp shades, hanging lights, pictures, decor and shelves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Dust furniture and wet clean table tops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Dust knickknacks, pictures and shelves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clean window sills, window frames and chair rails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tidy area, fold blankets, arrange pillows, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Vacuum, clean and/or mop floors, getting all corners and edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>INITIAL CLEAN SERVICE VISIT</b>	Clean all doors and doorways, including trim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clean all baseboards, vents and tops of radiators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## BEDROOMS

	M	2	3	4	5	6	
<b>RECURRING SERVICE VISIT</b>	Make bed and change linens (if provided)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Remove cobwebs from lights, baseboards and edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Dust ceiling fan and fan blades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clean and buff glass and mirrors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clean light switches and door knobs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Dust lamps, lamp shades, hanging lights, pictures, decor and shelves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Dust furniture and wet clean table tops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clean window sills, window frames and chair rails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Vacuum, clean and/or mop floors, getting all corners and edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>INITIAL CLEAN SERVICE VISIT</b>	Clean all doors and doorways, including trim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean all baseboards, vents and tops of radiators		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ADD ON SERVICES:  Interior Windows (#) \_\_\_\_\_  Interior Glass doors (#) \_\_\_\_\_  Blind Dusting (#) \_\_\_\_\_  Houskeeping (#) \_\_\_\_\_  Other: \_\_\_\_\_

## NOTES

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