

Customer Name: _____

Service Date/Time: _____

Team Leader: _____

Cleaning Techs: _____

BATHROOMS

M F F F H H

RECURRING SERVICE VISIT

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"/>		
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"/>		
Scrub and dry bathtub, shower floor, walls & grout	<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"/>

INITIAL SERVICE VISIT

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"/>

DEEP CLEAN SERVICE VISIT

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

RECURRING SERVICE VISIT

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"/>
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"/>

INITIAL SERVICE VISIT

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"/>

DEEP CLEAN SERVICE VISIT

Clean inside oven	<input type="checkbox"/>
Clean inside refrigerator (remove and replace everything)	<input type="checkbox"/>
Clean inside cupboards/pantries (remove and replace items if necessary)	<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"/>



Your Home, Thoughtfully Clean

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 _____

COMMON ROOMS

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

BEDROOMS

M 2 3 4 5 6

RECURRING SERVICE VISIT

Remove cobwebs from lights, baseboards and edges

Dust ceiling fan and fan blades

Clean and buff mirrors and glass

Clean light switches and door knobs

Dust lamps, lamp shades, hanging lights, pictures, decor and shelves

Dust furniture and wet clean table tops

Dust knickknacks, pictures and shelves

Clean window sills, window frames and chair rails

Tidy area, fold blankets, arrange pillows, etc.

Vacuum, clean and/or mop floors, getting all corners and edges

INITIAL/DEEP CLEAN SERVICE VISIT

Clean all doors and doorways, including trim

Clean all baseboards, vents and tops of radiators

RECURRING SERVICE VISIT

Make bed and change linens (if provided)

Remove cobwebs from lights, baseboards and edges

Dust ceiling fan and fan blades

Clean and buff glass and mirrors

Clean light switches and door knobs

Dust lamps, lamp shades, hanging lights, pictures, decor and shelves

Dust furniture and wet clean table tops

Clean window sills, window frames and chair rails

Vacuum, clean and/or mop floors, getting all corners and edges

INITIAL/DEEP CLEAN SERVICE VISIT

Clean all doors and doorways, including trim

Clean all baseboards, vents and tops of radiators

ADD-ON ITEMS

Interior Windows (#) _____ Interior Glass Doors (#) _____ Interior Dishwasher _____ Interior Washing Machine _____ Interior Dryer _____

Other _____

NOTES

