

Checklist

CLEANING SERVICES



Legend: Included in your service · Available as an add-on (extra fee)

BEDROOMS + LIVING AREAS	DEEP	RECURRING	MOVE IN/OUT
Check for garbage under the beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Empty trash and reline trash cans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dust ceiling fans & remove cobwebs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dust lamps & lampshades (If Present)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dust wall art, pictures, knick-knacks & electronics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dust & wipe reachable AC vents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dust window sills & ledges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dust blinds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dust baseboards, doors & door frames	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dust furniture	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clean glass table tops	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vacuum sofas/couches	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Make beds (if sheets are left on the bed)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dust & wipe the outside washer & dryer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Remove lint off dryer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Stairs (vacuum & cleaning the railings)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Foyer cleaning (sweep entry, mop steps, mop floor)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wipe & clean mirrors & light switches	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

KITCHEN	DEEP	RECURRING	MOVE IN/OUT
Take out the trash & recyclables	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dust reachable vents & light switches	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dust & wipe all countertops & accessible surfaces	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wipe all cabinet faces & backsplash	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dust baseboards (light dust)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clean & polish appliance exteriors (stove, fridge, oven)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clean refrigerator exterior	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clean Hood exterior only (no filter removal)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clean the interior & exterior of the microwave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clean inside & out of the toaster	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clean coffee pot	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wipe, clean & dry sink & faucet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Vacuum & mop all floors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

BATHROOMS	DEEP	RECURRING	MOVE IN/OUT
Remove trash & reline trash can	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vacuum bath mats	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dust reachable vents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dust light fixtures (Reachable only)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clean cabinet & drawer exteriors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dust bathroom baseboards & door	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sanitize counter tops	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sanitize sinks & polish fixtures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wipe & clean mirrors & light switches	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Remove soap scum & mildew in shower/tub (Light to moderate)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Polish tub/shower fixtures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clean & sanitize toilet & toilet area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Vacuum & mop the floor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Add-on Services (Available Upon Request)	DEEP	RECURRING	MOVE IN/OUT
Inside Oven Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inside Fridge Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interior Windows (Reachable Glass Only)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extra Rooms (Office, Den or Bonus Room)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sliding Glass Door – Interior & Exterior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Baseboards Detail Cleaning (Whole Home)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Clean Inside Kitchen Cabinets	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inside Bathroom Cabinets	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kitchen Hood Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mold/Mildew Shower & Tub Removal + Treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doors & Door Frames (Interior)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Detail Ceiling Fan Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Detail Blinds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Patio or Balcony – Light Dust & Wipe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patio or Balcony Furniture Dust/Wipe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Window Screen Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inside Dishwasher Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inside Washer / Dryer Drum Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use ECO-Friendly Products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trashcan Cleaning – Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trashcan Cleaning – Bathroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand-Wash Dishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sweep & Mop Inside Garage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



MOVE IN/OUT CLEANING CHECKLIST

A detailed reset clean, ready for move-in or turnover.

KITCHEN

- Dust reachable vents & light switches
- Dust/wipe all countertops
- Wipe all cabinet faces & backsplash
- Inside Oven Cleaning
- Clean & polish appliance exteriors (stove, fridge, oven, microwave)
- Inside Fridge Cleaning
- Clean Hood exterior only (no filter removal)
- Inside microwave cleaning
- Wipe, clean & dry sink & faucet
- Vacuum & mop all floors

BEDROOMS + LIVING AREAS

- Dust ceiling fans & remove cobwebs
- Dust lamps & lampshades (If Present)
- Dust & wipe reachable AC vents
- Dust window sills & ledges
- Hand Detail Blinds
- Doors & Door Frames (Interior)
- Dust & wipe the outside washer & dryer
- Remove lint off dryer
- Stairs (vacuum & cleaning the railings)
- Foyer cleaning (sweep entry, mop steps & floor)
- Wipe & clean mirrors & light switches
- Baseboards Detail Cleaning (Whole Home)
- Interior Windows (Reachable Glass Only)

BATHROOMS

- Dust reachable vents
- Dust light fixtures (Reachable only)
- Clean cabinet & drawer exteriors
- Sanitize counter tops
- Sanitize sinks & polish fixtures
- Wipe & clean mirrors & light switches
- Remove soap scum & mildew in shower/tub
- Vacuum & mop the floor

ADD ONS

Services (Available for an Additional Charge)

- Extra Rooms (Office, Den or Bonus Room)
- Sliding Glass Door – Interior & Exterior
- Kitchen Hood Cleaning
- Mold/Mildew Shower & Tub Removal
- Detail Ceiling Fan Cleaning
- Patio or Balcony – Light Dust & Wipe
- Patio or Balcony Furniture Dust/Wipe
- Window Screen Cleaning
- Inside Dishwasher Cleaning
- Inside Washer / Dryer Drum Cleaning
- Trashcan Cleaning – Kitchen
- Trashcan Cleaning – Bathroom
- Hand-Wash Dishes
- Sweep & Mop Inside Garage

DEEP CLEANING CHECKLIST

KITCHEN

- Take out the trash & recyclables
- Dust reachable vents & light switches
- Dust/wipe all countertops
- Wipe all cabinet faces & backsplash
- Clean & polish appliance exteriors (stove, fridge, oven, microwave)
- Clean refrigerator exterior
- Clean Hood exterior only (no filter removal)
- Inside microwave cleaning
- Clean inside & out of the toaster
- Clean coffee pot
- Wipe, clean & dry sink & faucet
- Vacuum & mop all floors

ADD ONS

Services (Available for an Additional Charge)

- Inside Oven & Fridge Cleaning
- Extra Rooms (Office, Den or Bonus Room)
- Sliding Glass Door – Interior & Exterior
- Clean Inside Kitchen & Bathroom Cabinets
- Kitchen Hood Cleaning
- Mold/Mildew Shower & Tub Removal
- Detail Ceiling Fan Cleaning
- Patio or Balcony – Light Dust & Wipe
- Patio Furniture Dust/Wipe
- Window Screen Cleaning
- Inside Dishwasher Cleaning
- Inside Washer / Dryer Drum Cleaning
- Use ECO-Friendly Products
- Trashcan Cleaning – Kitchen & Bathroom
- Hand-Wash Dishes
- Sweep & Mop Inside Garage

BEDROOMS + LIVING AREAS

- Check for garbage under the beds
- Empty trash and reline trash cans
- Dust ceiling fans & remove cobwebs
- Dust lamps & lampshades (If Present)
- Dust wall art, pictures, knick-knacks & electronics
- Dust & wipe reachable AC vents
- Dust window sills & ledges
- Hand Detail Blinds
- Doors & Door Frames (Interior)
- Dust furniture
- Clean glass table tops
- Vacuum sofas/couches
- Make beds (if sheets are left on the bed)
- Dust & wipe the outside washer & dryer
- Remove lint off dryer
- Stairs (vacuum & cleaning the railings)
- Foyer cleaning (sweep entry, mop steps, mop floor)
- Wipe & clean mirrors & light switches
- Interior Windows (Reachable Glass Only)
- Baseboards Detail Cleaning (Whole Home)

BATHROOMS

- Remove trash & reline trash can
- Vacuum bath mats
- Dust light fixtures & reachable vents
- Clean cabinet & drawer exteriors
- Sanitize countertops, sinks & polish fixtures
- Wipe & clean mirrors & light switches
- Remove soap scum & mildew in shower/tub
- Polish tub/shower fixtures
- Clean & sanitize toilet & toilet area
- Vacuum & mop the floor



RECURRING CLEANING CHECKLIST

Choose your frequency: weekly, biweekly, or monthly – discounts available.

KITCHEN

- Take out the trash & recyclables
- Dust reachable vents & light switches
- Dust/wipe all countertops
- Wipe all cabinet faces & backsplash
- Dust baseboards (light dust)
- Clean & polish appliance exteriors (stove, fridge, oven, microwave)
- Clean Hood exterior only (no filter removal)
- Inside microwave cleaning
- Clean inside & out of the toaster
- Clean coffee pot
- Wipe, clean & dry sink & faucet
- Vacuum & mop all floors

BEDROOMS + LIVING AREAS

- Check for garbage under the beds
- Empty trash and reline trash cans
- Dust ceiling fans & remove cobwebs
- Dust lamps & lampshades (If Present)
- Dust wall art, pictures, knick-knacks & electronics
- Dust & wipe reachable AC vents
- Dust window sills & ledges
- Dust blinds
- Dust baseboards, doors & door frames
- Dust furniture
- Clean glass table tops
- Vacuum sofas/couches
- Make beds (if sheets are left on the bed)
- Dust & wipe the outside washer & dryer
- Remove lint off dryer
- Stairs (vacuum & cleaning the railings)
- Foyer cleaning (sweep entry, mop steps & floor)
- Wipe & clean mirrors & light switches

BATHROOMS

- Remove trash & reline trash can
- Vacuum bath mats
- Dust light fixtures & reachable vents
- Clean cabinet & drawer exteriors
- Dust bathroom baseboards & door
- Sanitize counter tops
- Sanitize sinks & polish fixtures
- Wipe & clean mirrors & light switches
- Remove soap scum & mildew in shower/tub
- Polish tub/shower fixtures
- Clean & sanitize toilet & toilet area
- Vacuum & mop the floor

ADD ONS

Services (Available for an Additional Charge)

- Inside Oven & Fridge Cleaning
- Interior Windows (Reachable Glass Only)
- Extra Rooms (Office, Den or Bonus Room)
- Sliding Glass Door – Interior & Exterior
- Baseboards Detail Cleaning (Whole Home)
- Inside Kitchen & Bathroom Cabinets
- Mold/Mildew Shower & Tub Removal
- Doors & Door Frames (Interior)
- Detail Ceiling Fan Cleaning
- Hand Detail Blinds
- Patio or Balcony – Light Dust & Wipe
- Patio or Balcony Furniture Dust/Wipe
- Window Screen Cleaning
- Inside Dishwasher & Kitchen Hood Cleaning
- Inside Washer / Dryer Drum Cleaning
- Use ECO-Friendly Products
- Trashcan Cleaning – Kitchen & Bathroom
- Hand-Wash Dishes
- Sweep & Mop Inside Garage

OFFICE CLEANING CHECKLIST

What's included in our recurring office cleaning service

GENERAL MAINTENANCE

- Empty trash cans and replace liners
- Wipe entrance doors and handles
- Clean fingerprints on glass and door frames
- Straighten visible areas and common surfaces

RESTROOM SANITIZATION

- Clean and sanitize toilet (inside & outside)
- Clean and sanitize sink and faucet
- Wipe mirrors and fixtures
- Wipe exterior restroom surfaces
- Empty trash and replace liner
- Restock paper products (client supplies)

KITCHENETTE / BREAK AREA

- Clean and sanitize sink and faucet
- Wipe countertops
- Wipe exterior of microwave
- Wipe exterior of refrigerator
- Spot clean table and chairs
- Empty trash and replace liner

SERVICE NOTES & LIMITATIONS

- Clear, accessible surfaces only. Personal items are not moved.
- Furniture, office equipment, and electronics are not moved or unplugged.
- Designed for small, low-traffic offices. High-traffic spaces may require additional services.
- Interior appliances, interior glass, and specialty tasks are available as add-ons only.
- Paper products are restocked using client-provided supplies.
- Service scope may vary based on office condition and accessibility at the time of service.
- Client must provide access to all service areas at the scheduled time.
- Biohazards and hazardous materials are not included.

WORK AREAS & FLOORS

- Dust accessible surfaces
(desks, shelves, counters)
- Wipe desks and workstations
(clear surfaces only)
- Vacuum carpets and rugs
- Mop hard floors

FINAL TOUCHES

- Wipe light switches and high-touch points
- Spot clean visible smudges
- Final walkthrough of office space

ADD ONS

Services (Available for an Additional Charge)

- Interior Fridge Cleaning
- Interior Microwave Cleaning
- Interior Glass & Partitions
- Breakroom Deep Detail
- Extra Restroom