

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"/>



Welcome Baby

DEEP CLEANING CHECKLIST

Eco-friendly, baby-safe cleaning for your newborn's home.

Cleanie
Crew

KITCHEN

- Clean & sanitize countertops (baby-safe)
- Clean cabinet fronts & backsplash
- Clean & polish appliances exteriors (oven, refrigerator, dishwasher, microwave)
- Inside microwave cleaning
- Clean stove top
- Clean & sanitize sinks
- Sanitize & polish sink fixtures
- Remove trash & reline trash can
- Sweep & mop the floor (hypoallergenic)

BEDROOMS + LIVING AREAS

- Remove cobwebs
- Empty trash and reline trash cans
- Dust lamps & lampshades
- Dust & wipe AC vents (If reachable)
- Hand Detail Blinds
- Interior Windows (Reachable Glass Only)
- Doors & Door Frames (Interior)
- Baseboards Detail Cleaning (Whole Home)
- Clean glass table tops
- Clean light dimmer/switches
- HEPA vacuum carpets & mop floors
- Stairs (vacuum & clean railings)
- Foyer cleaning (mop & sweep entry & steps)
- Sanitize high-touch points
- Wipe nursery furniture surfaces (if set up)

BATHROOMS

- Dust light fixtures
- Clean countertops
- Clean mirrors
- Clean & sanitize toilet and surrounding area (baby-safe disinfectant)
- Scrub tub/shower to remove soap scum
- Sanitize sinks
- Polish tub/shower fixtures
- Polish sink fixtures
- Remove trash & reline trash can
- Vacuum & mop the floor

ADD ONS

Services (Available for an Additional Charge)

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

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