



Deep Cleaning Checklist

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100% Customer Satisfaction

Client:

Date:

Staff:

BEDROOMS

- Ceiling fans dusted as needed—if reachable
- Light fixtures dusted & cleaned inside & out (only if removed by client)
- Vents (ceiling, wall, & floor) dusted & cleaned
- Mirrors cleaned & streak free
- Walls dusted & cleaned
- Blinds dusted & cleaned—only if sturdy
- Window tracks cleaned
- Windowsills dusted & cleaned
- Interior window glass cleaned
- Molding & corners dusted & cleaned
- Door molding dusted & cleaned
- Door dusted & cleaned
- All points of contact cleaned (light switches, doorknobs)
- Furniture dusted & cleaned
- Hanger racks/ rods dusted & cleaned
- Closet tracks dusted & cleaned
- Closet doors dusted & cleaned
- Baseboards dusted & cleaned
- Floors vacuumed / swept
- Floors mopped
- Overall room appearance neat & tidy

COMMON AREAS, HALLS & STAIRS

- Ceiling fans dusted as needed—if reachable
- Light fixtures dusted & cleaned inside & out (only if removed by client)
- Vents (ceiling, wall, & floor) dusted & cleaned
- Mirrors cleaned & streak free
- Walls dusted & cleaned
- Temperature control unit dusted & cleaned
- Blinds dusted & cleaned—only if sturdy
- Window tracks cleaned
- Windowsills dusted & cleaned
- Interior window glass cleaned
- Molding & corners dusted & cleaned
- Door molding dusted & cleaned
- Door dusted & cleaned
- Exterior door with glass—clean interior glass
- All points of contact cleaned (light switches, doorknobs)
- Furniture dusted & cleaned
- Baseboards dusted & cleaned
- Floors vacuumed / swept
- Floors mopped
- Overall room appearance neat & tidy

BATHROOMS

- Light fixtures dusted & cleaned inside & out (only if removed by client)
- Vents (ceiling, wall, & floor) dusted & cleaned
- Walls dusted & cleaned
- Blinds dusted & cleaned—only if sturdy
- Window tracks cleaned
- Windowsills dusted & cleaned
- Interior window glass cleaned
- Molding & corners dusted & cleaned
- Door molding dusted & cleaned
- Door dusted & cleaned
- All points of contact cleaned (light switches, doorknobs)
- Mirrors cleaned & streak free
- Interior & exterior of medicine cabinet dusted & cleaned
- Cupboards & drawers cleaned inside & out
- Cupboards & drawer hardware cleaned, including handles and sliding mechanisms
- Counters dusted & cleaned
- Faucet cleaned—top, under handle, sides, around caulking
- Sink scrubbed & washed, including drain
- Towel bar dusted & cleaned
- Toilet paper holder dusted & cleaned
- Toilet scrubbed & washed, including base, behind & drain
- Exterior of toilet brush plunger container dusted & cleaned
- Tub & shower: shower head, exterior drain & faucet cleaned
- Tub & shower area scrubbed & washed, including top lip & door
- Hanger racks/rods dusted & cleaned
- Closet tracks dusted & cleaned
- Closet doors dusted & cleaned
- Baseboards dusted & cleaned
- Floors vacuumed / swept
- Floors mopped
- Overall room appearance neat & tidy

KITCHEN

- Ceiling fans dusted as needed—if reachable
- Light fixtures dusted & cleaned inside & out (only if removed by client)
- Vents (ceiling, wall, & floor) dusted & cleaned
- Walls dusted & cleaned
- Blinds dusted & cleaned—only if sturdy
- Window tracks cleaned
- Windowsills dusted & cleaned
- Interior window glass cleaned
- Molding & corners dusted & cleaned
- Door molding dusted & cleaned
- Door dusted & cleaned
- All points of contact cleaned (light switches, doorknobs)
- Furniture dusted & cleaned
- Cupboards & drawers cleaned inside & out
- Cupboards & drawer hardware cleaned, including handles and sliding mechanisms
- Interior & exterior of all appliances on counter wiped clean, moved & cleaned under
- Interior & exterior of microwave cleaned, moved & cleaned under
- Inside dishwasher cleaned—interior walls, wire baskets, drain debris-free
- Outside dishwasher cleaned—front panel, top, interior lip, gaskets and hinges, control panel wiped, buttons and dials cleaned
- Inside stove cleaned—stove door, interior racks and warming drawer
- Outside stove cleaned—drip pans, coils, cook top, exterior door and electronics panel
- Inside fridge cleaned—shelves and drawers cleaned, freezer cleaned w/o defrosting
- Outside fridge cleaned—top, exposed sides, gaskets and door hinges
- Counters cleaned—all items removed & replaced
- Faucet cleaned—top, under handle, sides, around caulking
- Sink scrubbed & washed, including drain
- Baseboards dusted & cleaned
- Kick plates under cupboards cleaned
- Garbage emptied & bag replaced
- Exterior of garbage can wiped down
- Floors vacuumed / swept (walk-in closet floors vacuumed, if clear)
- Floors mopped
- Overall room appearance neat & tidy



LAUNDRY AREA

- Light fixtures dusted and cleaned inside and out (if removed by client)
- Vents (ceiling, wall, & floor) dusted & cleaned
- Mirrors cleaned & streak free
- Walls dusted & cleaned
- Blinds dusted & cleaned—only if sturdy
- Window tracks cleaned
- Windowsills dusted & cleaned
- Interior window glass cleaned
- Molding & corners dusted & cleaned
- Door molding dusted & cleaned
- Door dusted & cleaned
- All points of contact cleaned (light switches, doorknobs)
- Outside of washing machine dusted & cleaned
- Outside of dryer dusted & cleaned
- Baseboards dusted & cleaned
- Floors vacuumed / swept
- Floors mopped
- Overall room appearance neat & tidy

SAFETY CHECKLIST

- Stove/ Oven is off
- Toilets not running
- All faucets are off
- Windows are left as found
- Door locked, if required
- Pets are safe
- Heat/ Air changed back to setting found upon arrival

NOTES

Alarm Systems & Keys:

It is not necessary to be at home while we are cleaning. If you have an alarm, make sure we have the key code so we can disarm the alarm when we arrive, and set it again when we leave. We will need to know where you keep your house key. If you leave your home unlocked, we are not responsible for anything that occurs before or after our visit.

Rescheduling:

Stuff is going to happen. At one point or another - for whatever reason, one of us is going to need to reschedule our cleaning. Communication is key. Call, text, or email as soon as you know there is a conflict, and we will do our best to reschedule your cleaning at the next earliest convenience. If you are going on vacation, please give us at least a 2 weeks notice to not affect our employees hours. For cancellations not related to sickness, we must be notified 48 hours prior to the appointment to avoid the cancellation fee.

Sick policy:

If you or your children get sick with a contagious illness (i.e. the flu, a cold, pneumonia, chicken pox, etc.) please call and reschedule your cleaning. It is possible that we might transport germs to the next house we clean or become sick ourselves. On our end, we will not send a sick employee to your home to protect you and your family. There will be no cancellation fees if you cancel due to sickness.

Satisfaction:

We aim to please. If for any reason, at any time you are not 100% completely satisfied, please call us immediately at 864-903-7377 and we will do everything in our power to resolve your concerns or a credit on a future service.