



Essential Clean Checklist

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100% Customer Satisfaction

Client:

Date:

Staff:

Kitchen

- Wipe countertops
- Clean sink and faucet
- Wipe stovetop
- Wipe exterior of major appliances
- Wipe kitchen table when accessible
- Vacuum/sweep floors
- Mop floors
- Empty trash

Hallways/Stairs & Common Areas including Laundry Room

- Dust easily accessible horizontal surfaces
- Spot-clean obvious fingerprints on doors and light switches as time allows
- Dust/wipe washer and dryer
- Wipe down laundry room sink
- Vacuum/sweep and mop included floor areas

Bathrooms

- Clean and disinfect toilets
- Clean sinks and faucets
- Wipe countertops
- Clean mirrors
- Clean tubs and/or showers
- Vacuum/sweep floors
- Mop floors
- Empty trash

Bedrooms

- Light dusting of accessible horizontal surfaces
- Make beds with linens already on the bed
- Vacuum/sweep floors
- Mop hard-surface floors
- Empty trash

Living Areas

- Light dusting of accessible horizontal surfaces
- Straighten pillows and throws
- Vacuum rugs and carpet
- Vacuum/sweep hard-surface floors
- Mop hard-surface floors
- Empty trash

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 your money back.