



Post Construction Cleaning Checklist

(864) 903-7377

hannahscleaning18@gmail.com

www.hannahscleaningservices.com

100% Customer Satisfaction

Client:

Date:

Staff:

BEDROOMS

- Dust walls with microfiber dry mop
- High dust perimeter of room and any grates and vents
- Dust fans that can be reached on a 3 step ladder
- Wet wipe fans that can be reached on a 3 step ladder
- Dust blinds, then wet wipe if needed
- Dust light fixtures (chandeliers excluded) then wet wipe if needed
- Dust all accessible furniture
- Clean all glass
- Clean and disinfect light switches
- Clean inside windows, sills and tracks
- Clean baseboards
- Clean inside of closets
- Dust and wet wipe all shelving
- Remove any trash in cans and replace liners
- Vacuum upholstered furniture
- Vacuum floors
- Mop all hard surface floors
- Removing paint from hinges or other spills on the floor

LIVING/COMMON AREA

- Dust walls with microfiber dry mop
- High dust perimeter of room and any grates and vents
- Dust fans that can be reached on a 3 step ladder
- Wet wipe fans that can be reached on a 3 step ladder
- Dust blinds, then wet wipe if needed
- Dust light fixtures (chandeliers excluded) then wet wipe if needed
- Dust all accessible furniture
- Vacuum upholstered furniture
- Clean all glass
- Clean and disinfect light switches and doorknobs
- Clean inside windows, sills and tracks
- Doors and doorframes cleaned
- Clean baseboards
- Clean inside of closets
- Dust and wet wipe all shelving
- All lights are working and free of dust
- No evidence of paint drops on the floors or scuff marks on the walls
- Trash removed
- Floors are swept and vacuumed/mopped

BATHROOMS

- Dust walls with microfiber dry mop
- High dust perimeter of room and light fixtures/fans
- Sink, tub, shower are clean and sanitized
- Toilet is cleaned and sanitized
- Mirrors, cabinets, and counters are wiped down
- Inside and outside cabinets, drawers and hardware are cleaned
- Windows (including sills and tracks), baseboards, light fixtures, doorknobs, doors, and doorframes are cleaned
- Trash is removed
- Floors are swept and vacuumed/mopped

FINAL CHECK

- Dust and debris removal
- Paint and stain removal
- Floors
- Windows, sills and tracks
- Vents and grates
- Bedrooms, Kitchen, Bathrooms, Living spaces
- High-traffic areas

KITCHEN

- Dust walls with microfiber dry mop
- High dust perimeter of room and light fixtures/fans
- Dust all shelves and counters then wet wipe if needed
- Clean inside appliances
- Clean inside cabinets and drawers
- Clean outside cabinets and drawers
- Make sure all cabinet hardware is clean and secure
- Clean windows, window sills and window tracks
- Remove trash Clean sink and backsplash
- Wipe down all fixtures and finishes
- Sweep and vacuum/mop floors

ADD ONS

- Cabinet Tops (\$50.00)
- Finished Basement (must be priced with the office)
- Garage (must be priced with the office)
- Changing Sheets (must have clean set and be placed on bed before arrival) = \$10/bed
- Pets living in the house will incur a pet cleaning fee (minimum \$75.00)



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.