



## Premium Maintenance Checklist

(864) 903-7377

[hannahscleaning18@gmail.com](mailto:hannahscleaning18@gmail.com)

[www.hannahscleaningservices.com](http://www.hannahscleaningservices.com)

100% Customer Satisfaction

**Client:**

**Date:**

**Staff:**

### BEDROOMS

- Ceiling fans dusted as needed—if reachable
- Mirrors cleaned & streak free
- Wall hangings dusted & cleaned
- Windowsills dusted & cleaned
- Molding & corners dusted & cleaned
- Door molding dusted & cleaned
- All points of contact cleaned (light switches, doorknobs)
- Furniture dusted & cleaned
- Baseboards dusted & cleaned
- Bed made & changed (if fresh sheets/pillowcases are provided on bed)
- 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

### HALLWAYS & COMMON AREAS

- Ceiling fans dusted as needed—if reachable
- Mirrors cleaned & streak free
- Wall hangings dusted & cleaned
- Windowsills dusted & cleaned
- Molding & corners dusted & cleaned
- Door molding dusted & cleaned
- All points of contact cleaned (light switches, doorknobs)
- Baseboards dusted & cleaned
- Floors vacuumed / swept—walk-in closet floors vacuumed, if clear
- Floors mopped
- Overall room appearance neat & tidy

### BATHROOMS

- Exterior of light fixtures dusted—if reachable
- Mirrors cleaned & streak free
- Exterior of medicine cabinet dusted & cleaned
- Backsplash cleaned & splatter free
- Soap dish dusted & cleaned
- Toothbrush holder dusted & cleaned
- Vanity top dusted & cleaned—s removed & replaced
- Faucet cleaned—top, under handle, sides, around caulking
- Sink scrubbed & washed
- Cabinet fronts spot cleaned
- Towel bar dusted & cleaned
- Toilet paper holder dusted & cleaned
- Molding & corners dusted & cleaned
- Door molding dusted & cleaned
- All points of contact cleaned (light switches, doorknobs)
- Toilet interior scrubbed—if toilet brush is present
- Toilet exterior cleaned—including base, behind, & drain
- Exterior of toilet brush/ plunger container dusted & cleaned
- Tub & shower area scrubbed & washed, including top lip & door if present
- Baseboards dusted & 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

### KITCHEN

- Ceiling fans dusted as needed—if reachable
- Cupboard fronts spot cleaned
- Outside of fridge cleaned & top dusted if uncluttered
- Mirrors cleaned & streak free
- Wall hangings dusted & cleaned
- Windowsills dusted & cleaned
- Molding & corners dusted & cleaned
- Door molding dusted & cleaned
- All points of contact cleaned (light switches, doorknobs)
- Backsplash cleaned & splatter free
- Exterior of all appliances on counter wiped clean
- Interior & exterior of microwave cleaned, moved & cleaned under
- Counters cleaned—all s removed & replaced, if possible (uncluttered)
- Outside of stove cleaned
- Outside of dishwasher cleaned
- Faucet cleaned—top, under handle, sides, around caulking
- Sink scrubbed & washed—if dishes are not present
- Kitchen table dusted & cleaned
- Kitchen chairs/ bar stools dusted & cleaned
- Baseboards dusted & 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



## OTHER ROOMS

- Ceiling fans dusted as needed—if reachable
- Mirrors cleaned & streak free
- Wall hangings dusted & cleaned
- Windowsills dusted & cleaned
- Molding & corners dusted & cleaned
- Door molding dusted & cleaned
- Exterior door with glass—clean interior glass
- All points of contact cleaned (light switches, doorknobs)
- Furniture dusted & cleaned
- Couch vacuumed & wiped clean—as needed
- Baseboards dusted & cleaned
- Floors vacuumed / swept—walk-in closet floors vacuumed, if clear
- Floors mopped
- Overall room appearance neat & tidy
- Laundry ensuite wiped & floor washed

## 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.