

Mandatory Cleaning Checklist



Bathrooms

- Remove everything from shower and place in sink or somewhere dry and remove the rugs or mats.
- Apply tile and grout cleaner (allow setting time).
- Dust Exhaust fans, lighting fixtures, Bath Art, etc.
- Scrub shower walls, floors, racks, fixtures, tracks, and any glass.
- Rinse then squeegee glass, walls, and excess water to drain then dry shower down with microfiber towel.
- Sprayway all glass, windows, shine fixtures, and wipe shower bottles before placing back.
- Spray toilet top to bottom and the surrounding floor with Microban and allow to set for 60secs.
- Clean toilet bowl with wand and dispose of wand in trash then sanitize wand with wipe.
- Clean toilet and surrounding floor with paper-towels. (wear mask and fitting gloves)
- Replace bathroom trash and bag can.
- Clean sink and polish faucet if applicable.
- Clean vanity from top to bottom using appropriate cleaner for the various surfaces (glass, wood, granite/stone, brass, etc.)
- Fold/hang/replace any towels and place all bathroom amenities back in their spot.
- Clean floor (vacuum first) by hand if small restrooms or mop last if possible.
- Move-in/out Cleaning:** Clean inside cabinets, drawers, baseboards, and bathroom door(s).

Bedrooms/Offices

- Shut off ceiling fan(s) then dust entire top half of the room including framing, wall pictures and blinds (fans may need to be vacuumed).
- Declutter furniture to prepare for surface cleaning.
- Vacuum or dust with microfiber cloth any exposed bed framing.
- Move any light furniture like small chairs, nightstands, rugs, and plants for vacuuming.
- Clean windows, glass, lights, and pictures if applicable.

Address:

Cleaners:

Type of Clean: Recurring First Clean Moving
(Circle One)

Quality Checked By:

- Clean all wood surfaces and furniture faces with proper cleaner.
- Move all items back to their places and dust them in the process if possible (not including electronics or fragile belongings)
- Office paperwork or noticeable valuables should be carefully set aside (notify client or manager if an item is broken prior to cleaning by taking a picture).
- Wipe down or vacuum office chair before placing back.
- Make bed if clean sheets are left out, if not fix current bedding and spray with antibacterial tide.
- Vacuum starting with horsehair brush on baseboards if applicable.
- Vacuum with corner attachment(s) the entire room including closets (if floor is visible), and behind small furniture.
- Place all furniture back in place carefully.
- Clean light switches and door handles with Microban.
- Vacuum main floor and mop if possible.
- Note: We **DO NOT** organize or decorate.
- Move-in/out Cleaning:** Clean walls, doors, and closet shelves if applicable.

Kitchen/Dining Rooms

- Declutter counter tops and tables to prepare for cleaning of surfaces.
- Clean out microwave and soak any necessary items in sink safely using appropriate cleaners.
- Clean underneath microwave with degreaser if deemed necessary.
- Sanitize Microwave face and handle(s) with Sprayway.
- Turn off ceiling fans and lights in kitchen prior to starting cabinets or counters.
- Dust all surfaces above counters including reachable cabinet tops (skip if décor is set on cabinet tops).
- Dust fans and all lights, then use Sprayway if fixtures are glass (notify management or clients if fixtures seem loose to avoid damage).
- Meyers cabinet faces top to bottom with a microfiber rag.
- Clean stove top with Bar Keepers solution and a Scrub Daddy, then wipe with paper towels.
- Polish stove top and front facing glass with Sprayway.
- Wipe counters starting with appropriate cleaner moving clutter and food items safely away.
- Use granite/stone solution for backsplash and most countertops after the initial wipe using a microfiber towel.
- If necessary empty toaster oven crumb trays to avoid a mess.
- Clean stainless steel with dish soap and sponge, wipe it clean, then polish with mineral oil going with the grain of the stainless.
- Wipe all stainless steel with clean microfiber after applying food safe oil.
- All black/white appliances need to be cleaned using Sprayway.
- Remove and re-bag trash cans, then sanitize with Microban.
- If trash is inside a cabinet use a vacuum cervices tool to clean tracks of debris, then wipe clean.
- Vacuum kitchen baseboards then use cervices attachment(s) on all corners including under cabinets and in-between appliances if possible.
- Bar Keepers the kitchen sink, then polish with mineral oil if stainless steel.
- Mop kitchen floor with tablespoon of mop powder.
- Note: We **DO NOT** clean dishes or put them away.

- Move-in/out Cleaning:** Clean walls, kitchen door(s), inside cabinets, and appliances (if requested).

Living Rooms

- Turn off all ceiling fans and light fixtures, then dust entire room top half of the room including entertainment stand(s).
- Declutter tables and shelves if able to do so safely (take pictures if necessary).
- Dust blinds and clean windows, then clean sliding glass doors (clean outside sliding glass doors if applicable)
- Vacuum couch cushions using corner attachment(s) if leather, and soft brush if cloth.
- Fix couch pillows and fold blankets if applicable.
- Wipe all tables and furniture with appropriate cleaner.
- Place all items back in their place and dust them if possible (not including electronics and fragile belongings).
- Dust any pictures then use Sprayway on glass surfaces.
- Vacuum baseboards using horsehair brush.
- Vacuum corners, behind small furniture like tables, chairs, and inside sliding door tracks.
- Mop floors using one tablespoon of mop powder.
- Note: We **DO NOT** organize or decorate.
- Move-in/out Cleaning:** Clean walls, door(s), and shelves if applicable.

Laundry Room/Special Rooms

- Declutter surfaces to prepare for cleaning.
- Dust top half of the room and re-bag trash can.
- Clean outside washer/dryer using appropriate cleaner and Sprayway on glass doors.
- Wipe cabinet faces and counter tops if applicable.
- Dust blinds and clean windows if applicable.
- Vacuum baseboards using a horsehair brush.
- Vacuum corners and behind small furniture like tables or chairs, then main floors.
- Mop all floors in residency before cleaning sink in laundry room if there is a utility sink.
- Note: We **DO NOT** wash laundry or clean appliances unless requested by client.
- Move-in/out Cleaning:** Clean walls, doors, and shelves if applicable.