



## CLEANING CHECKLIST

### General Cleaning

- ✓ High Ceiling Dusting (removal of cobwebs)
- ✓ Wipe down all switch plate covers
- ✓ Wipe down all outlet covers
- ✓ Wipe down door frames
- ✓ Wipe down doors, front and back
- ✓ Wash and polish doorknobs
- ✓ Wipe window frames and ledges
- ✓ Clean and polish sliding doors/patio doors (inside and out)
- ✓ Spot clean windows (nose/handprints)
- ✓ Wipe ceiling fixtures (lights and fans)
- ✓ Wipe blinds/ dust curtains
- ✓ Wipe baseboards
- ✓ Vacuum carpets, edging
- ✓ Vacuum hard floors
- ✓ Wash hard floors
- ✓ Empty all wastebaskets

### Living Areas

- ✓ Dust furniture (all items removed, wiped, and replaced)
- ✓ Dust lamps and lampshades
- ✓ Clean under seat cushions on chairs and couches
- ✓ Dust knick-knacks
- ✓ Polish mirrors and glass
- ✓ Make beds/change bedding if requested

### Other

- ✓ Straighten areas in minor disarray (toys, magazines, clothing etc.)
- ✓ Wash dishes in the sink and put them away

### Kitchen

- ✓ Wash countertops (all items removed and replaced)
- ✓ Wipe and polish all small appliances on the countertop (including the microwave)
- ✓ Top, front, and exposed sides of fridge washed and polished
- ✓ Stove top and oven front washed and polished as well as back panel
- ✓ Stove vent wiped inside and out
- ✓ Dishwasher outside and inside edges, washed and polished
- ✓ All cupboard fronts washed
- ✓ Sinks scrubbed and polished as well as taps
- ✓ Kitchen table and chairs

### Bathrooms

- ✓ Shower and tub thoroughly cleaned and polished inside and out
- ✓ Sinks scrubbed and left shining
- ✓ Tap fixtures cleaned and polished
- ✓ Toilets scrubbed inside and out including base and behind
- ✓ Vanity top cleaned (all items removed and replaced)
- ✓ Mirrors polished
- ✓ Lights dusted, wiped down
- ✓ Cupboard fronts cleaned
- ✓ Knick-knacks wiped
- ✓ Wall hangings wiped
- ✓ Toilet paper and towel holders wiped