



Client:

Date:

Staff:

Cleaning Tasks Completed Today:

Bedrooms

- Bed made & changed (if fresh lines are provided)
- Furniture, mirrors, frames, & accessories dusted/cleaned
- All points of contact cleaned (light switches, door knobs)
- Window sills wiped clean
- Molding & corners wiped clean
- Door molding dusted
- Ceiling fans dusted as needed, if reachable
- Baseboards dusted & wiped clean
- Floors vacuumed & washed (walk-in closet floors vacuumed, if clear)
- Garbage emptied, exterior of can wiped down, bag replaced
- Overall room appearance neat & tidy

Bathrooms

- Tub & shower area scrubbed & washed
- Sink scrubbed & washed
- Toilet scrubbed & washed (including base & behind)
- All points of contact cleaned (light switches, door knobs)
- Mirrors & outside of medicine cabinet cleaned
- Soap dish & toothbrush holder cleaned
- Molding & corners wiped clean
- Door molding dusted
- Vanity top cleaned- items removed & replaced
- Towel bar & toilet paper holder wiped clean
- Exterior of light fixtures dusted, if reachable
- Baseboards dusted & wiped clean
- Floors vacuumed & washed
- Garbage emptied, exterior of can wiped down, bag replaced
- Exterior of toilet brush/plunger container wiped
- Overall room appearance neat & tidy

Hallways & Common Areas

- Furniture, mirrors, frames, & accessories dusted/cleaned
- All points of contact cleaned (light switches, door knobs)
- Window sills wiped clean
- Ceiling fans dusted as needed, if reachable
- Molding & corners wiped clean
- Door molding dusted
- Baseboards dusted & wiped clean
- Floors vacuumed & washed
- Overall room appearance neat & tidy

Kitchen

- Counters cleaned- all items removed & replaced, if possible (uncluttered)
- Cupboard fronts spot cleaned
- Faucet and sink cleaned & polished if dishes are not present
- Backsplash cleaned & splatter free
- Kitchen table cleaned & organized
- Furniture, mirrors, frames, & accessories dusted/cleaned
- Outside of fridge cleaned, top dusted if uncluttered
- Outside of stove cleaned
- Outside of dishwasher cleaned
- Ceiling fans dusted as needed, if reachable
- Exterior of all appliances on counters wiped clean, interior of microwave cleaned
- All points of contact cleaned (light switches, door knobs)
- Molding & corners wiped clean
- Door molding dusted
- Window sills wiped clean
- Baseboards dusted & wiped clean
- Floors vacuumed & washed
- Garbage emptied, exterior of can wiped down, bag replaced
- Overall room appearance neat & tidy



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Other Rooms

- Couch vacuumed & wiped clean (as needed)
- Tabletops/desks dusted & wiped clean
- Laundry ensuite wiped & floor washed
- Furniture, mirrors, frames, & accessories dusted & cleaned
- All points of contact cleaned (light switches, door knobs)
- Window sills wiped clean
- Ceiling fans dusted as needed, if reachable
- Molding & corners wiped clean
- Door molding dusted
- Baseboards dusted & wiped clean
- Floors vacuumed & washed
- Garbage emptied, exterior of can wiped down, bag replaced
- Overall room appearance neat & tidy

Add-On Services

- Blinds dusted, if sturdy
- Inside of fridge cleaned (shelves & drawers, freezer cleaned but not defrosted)
- Inside of stove cleaned (stove door, interior racks and warming drawer)
- Kitchen cupboards cleaned inside & out
- Clean & organize closet
- Wash, dry, sort, and fold laundry (2 load maximum per visit)
- Other: _____
- Other: _____
- Other: _____
- Other: _____

Safety Checklist

- | | | |
|-----------------------|-------------------------|----------------------------|
| ○ Stove/Oven is off | ○ All faucets are off | ○ Door locked, if required |
| ○ Toilets not running | ○ Windows left as found | ○ Pets are safe |

Notes about this cleaning or your next cleaning:

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'll 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'll 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 effect our employee's 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 715-204-4270 and we will do everything in our power to resolve your concerns or your money back.