

Class Act Personal Services™

House and Office Cleaning • Organizing • Personal Assisting • House-Sitting
822 W. Edmond Rd., #A-106, Edmond, OK 73003
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Residential “Basic” Cleaning Checklist – Guide

All Living Areas of The Home:

- Cobwebs – removed (within reach)
- Dust - ceilings & items on ceilings (fan, vents, light fixtures, etc.) (a rotated task for 2x a month cleanings)
- Dust – picture frames and lamp shades (within reach) (rotated tasks for 2x a month cleanings)
- Dust - flat surfaces (please have items put away or in single pile, as much as possible)
- Dust – interior glass on front entry door
- Dust - glass tables, fireplace doors/fixtures
- Dust - hard furniture – sofas and chairs
- Dust - window sills, frames, blinds, baseboards (within reach) (rotated tasks for 2x a month cleanings)
- Empty Trash - replace with liner
- Spot Clean – doors, door frames (where needed) and light switches
- Wipe Clean - the main glass table tops, and the main sliding glass door (interior and exterior)
- Vacuum - carpets and vacuum or shake rugs – vacuum stairs – vacuum upholstery and under cushions
- Vacuum and Mop – hard floors

Bedrooms:

- Change Bed - “**One**” bed – if clean linens are left out - dirty linens are taken to the laundry area
- Light Switch Plates – wiped clean and sanitized
- Spot Clean – doors and sanitize knobs

Kitchen:

- Appliances – exterior wiped clean – stainless steel – polished when needed
- Countertops and Back Splashes - cleaned & sanitized
- Dishes – put a few dirty dishes in an “empty” dishwasher – if requested (**no fragile glass**)
- Dust or Wipe – kitchen table
- Empty Trash – replace with liner (wipe inside trash cabinet/compartment 1x a month, if requested)
- Light Switch Plates – wiped clean and sanitized
- Microwave – clean interior and exterior
- Sinks and Fixtures – cleaned, sanitized and shined
- Spot Clean – exterior cabinets
- Stove Top – cleaned and sanitized
- Vacuum and Mop - hard floors

Bathrooms:

- Countertops and Back Splashes - cleaned & sanitized
- Empty Trash – replace with liner
- Light Switch Plates – wiped clean and sanitized
- Mirrors and Glass - cleaned
- Sinks and Fixtures – cleaned and sanitized
- Spot Clean – exterior cabinets and doors; sanitize knobs
- Toilet – cleaned and disinfected
- Tub – Showers - cleaned
- Vacuum and Mop - hard floors

Laundry Room: Dust Appliances – Vacuum and Mop hard floors