

CLEANING TAKEOVER'S CHECKLIST

*Regular
Clean

*Deep
Clean

Trash

- Wash, rinse and dry bin(s)
- Disinfect and wipe
- Empty

Floor

- | | |
|--|--|
| <input type="checkbox"/> Sweep | <input type="checkbox"/> Sweep baseboards |
| <input type="checkbox"/> Vacuum | <input type="checkbox"/> Dust baseboards |
| <input type="checkbox"/> Mop (disinfect) | <input type="checkbox"/> Wipe baseboards |
| <input type="checkbox"/> Mop (wash) | <input type="checkbox"/> Vacuum carpet |
| <input type="checkbox"/> Mop (rinse) | <input type="checkbox"/> Steam carpet |
| <input type="checkbox"/> Steam | <input type="checkbox"/> Wash, rinse and dry area rugs |
| <input type="checkbox"/> Polish | |

Windows (Deep cleaning or maid services)

- Wash, rinse and wipe
- Disinfect and wipe
- Wipe lock ledges
- Dust blinds
- Wipe blinds
- Disinfect blinds

Walls (Deep cleaning or maid services)

- Spot Clean Walls/Doors
- Wash and Rinse
- Disinfect/Wipe door handles & light switches

Hall [0] [1] [2] [3] [4] [5] [6] [7] [8] [9]

- Disinfect/Wipe furniture, glass, plastic or ceramic items

Trash

- | | |
|---|--|
| <input type="checkbox"/> Bedroom(s) | <input type="checkbox"/> Den/Office(s) |
| <input type="checkbox"/> Kitchen(s) | <input type="checkbox"/> Hall(s) |
| <input type="checkbox"/> Bathroom(s) | <input type="checkbox"/> Laundry(s) |
| <input type="checkbox"/> Living Room(s) | <input type="checkbox"/> Balcony(s) |
| <input type="checkbox"/> Dining(s) | <input type="checkbox"/> Pet Area(s) |

Floor

- | | |
|---|--|
| <input type="checkbox"/> Bedroom(s) | <input type="checkbox"/> Den/Office(s) |
| <input type="checkbox"/> Kitchen(s) | <input type="checkbox"/> Hall(s) |
| <input type="checkbox"/> Bathroom(s) | <input type="checkbox"/> Laundry(s) |
| <input type="checkbox"/> Living Room(s) | <input type="checkbox"/> Balcony(s) |
| <input type="checkbox"/> Dining(s) | <input type="checkbox"/> Pet Area(s) |

Windows

- | | |
|---|--|
| <input type="checkbox"/> Bedroom(s) | <input type="checkbox"/> Den/Office(s) |
| <input type="checkbox"/> Kitchen(s) | <input type="checkbox"/> Hall(s) |
| <input type="checkbox"/> Bathroom(s) | <input type="checkbox"/> Laundry(s) |
| <input type="checkbox"/> Living Room(s) | <input type="checkbox"/> Balcony(s) |
| <input type="checkbox"/> Dining(s) | <input type="checkbox"/> Pet Area(s) |

Walls

- | | |
|---|--|
| <input type="checkbox"/> Bedroom(s) | <input type="checkbox"/> Den/Office(s) |
| <input type="checkbox"/> Kitchen(s) | <input type="checkbox"/> Hall(s) |
| <input type="checkbox"/> Bathroom(s) | <input type="checkbox"/> Laundry(s) |
| <input type="checkbox"/> Living Room(s) | <input type="checkbox"/> Balcony(s) |
| <input type="checkbox"/> Dining(s) | <input type="checkbox"/> Pet Area(s) |

Bedroom [0] [1] [2] [3] [4] [5] [6] [7] [8] [9]

- Carefully dust small items
- Disinfect/Wipe small items
- Disinfect/Wipe TV(s) & remotes
- Dust/Disinfect/Wipe surfaces
- Reasonably tidy the space
- Vacuum sitting area(s)
- Change sheets
- Make bed(s)

Bathroom [0] [1] [2] [3] [4] [5] [6] [7] [8] [9]

- Scrub/Disinfect/Wipe outside medicine cabinet
- Scrub/Disinfect/Wipe inside medicine cabinet
- Disinfect/Wipe mirror(s)
- Dust painting(s)
- Disinfect/Wipe small items/painting(s)
- Scrub/Disinfect/Wipe inside and outside of sink
- Scrub/Disinfect/Wipe inside and outside of toilet
- Scrub/Disinfect/Wipe inside and outside of tub/shower
- Scrub/Disinfect/Wipe tiling of the walls inside of tub
- Scrub/Disinfect/Wipe tiling of the walls outside of tub
- Scrub/Disinfect/Wipe shower door
- Scrub/Disinfect/Wipe the outer of entire upper and/or lower cabinets
- Scrub/Disinfect/Wipe the inside of entire upper and/or lower cabinets
- Reasonably tidy small objects

Kitchen [0] [1] [2] [3] [4] [5] [6] [7] [8] [9]

- Wash/Dry dishes
- Put away dishes
- Scrub/Disinfect/Wipe inside & outside of sink
- Scrub/Disinfect/Wipe entire countertop
- Scrub/Disinfect/Wipe outer upper & lower cabinets
- Scrub/Disinfect/Wipe inner upper & lower cabinets
- Scrub/Disinfect/Wipe the outside of the fridge
- Scrub/Disinfect/Wipe the inside of fridge
- Scrub/Disinfect/Wipe the outside of the stove & the top
- Scrub/Disinfect/Wipe the inside of the stove
- Scrub/Disinfect/Wipe the outside of the oven
- Scrub/Disinfect/Wipe the inside of the oven
- Scrub/Disinfect/Wipe the outside of the microwave
- Scrub/Disinfect/Wipe the inside of the microwave
- Scrub/Disinfect/Wipe the outside of the range
- Scrub/Disinfect/Wipe the inside of the range
- Scrub/Disinfect/Wipe the outside of the dishwasher
- Scrub/Disinfect/Wipe the inside of the dishwasher
- Scrub/Disinfect/Wipe outside of all appliances and stove top
- Reasonably tidy small objects

Living [1] [2] [3] [4] [5]

- Carefully dust small items
- Disinfect/Wipe glass, plastic or ceramic items (as instructed)
- Carefully disinfect and wipe the TV(s) and remotes
- Dust/Disinfect/Wipe surfaces
- Reasonably tidy the space
- Vacuum sofa(s)
- Vacuum chair(s)

Dining [1] [2] [3] [4] [5]

- Carefully dust small items
- Disinfect/Wipe glass, plastic or ceramic items (as instructed)
- Carefully disinfect and wipe the TV(s) and remotes
- Dust/Disinfect/Wipe surfaces
- Reasonably tidy the space
- Vacuum sofa(s)
- Vacuum chair(s)

Den [1] [2] [3] [4] [5]

- Carefully dust small items
- Disinfect/Wipe glass, plastic or ceramic items (as instructed)
- Carefully disinfect and wipe the TV(s) and remotes
- Dust/Disinfect/Wipe surfaces
- Reasonably tidy the space
- Vacuum sofa(s)
- Vacuum chair(s)

Office [1] [2] [3] [4] [5]

- Carefully dust small items
- Disinfect/Wipe glass, plastic or ceramic items (as instructed)
- Carefully disinfect and wipe the TV(s) and remotes
- Dust/Disinfect/Wipe surfaces
- Reasonably tidy the space
- Vacuum sofa(s)
- Vacuum chair(s)

Laundry (Add-on) [1] [2] [3] [4]

- Wash clothes/linen
- Dry clothes/linen
- Fold clothes/linen
- Iron clothes/linen
- Wipe outside of washer
- Wipe inside of washer
- Wipe outside of dryer
- Wipe inside of dryer

Balcony (Add-on) [1] [2] [3] [4]

- Sweep entire balcony
- Wash windows
- Vacuum all furniture
- Disinfect/wipe glass, plastic or ceramic items (as instructed)
- Scrub/disinfect and wipe railings
- Scrub/disinfect and wipe side panels
- Scrub/disinfect floor (wash and rinse)

Pet Areas (Add-on) [1] [2] [3] [4] [5]

- Check for signs of injury, bodily fluid, bile or blood and record it
- Vacuum everything
- Disinfect/wipe all hard surfaces
- Clean litter box(es)
- Add litter to the box(es)
- Refresh the litter box(es) with baking soda
- Change over litter inside the box(es)
- Wash litter box(es)
- Replenish water bowl(s)
- Wash and replenish water bowl(s)
- Change water bowl filter
- Wash and replace water bowl filter
- Replenish food bowl(s)
- Wash and replenish food bowl(s)
- Refresh aquarium/tank/bowl(s)
- Clean and refresh aquarium/tank/bowl(s)
- Clean/replace filter for aquarium/tank/bowl(s)
- Feed pet (as instructed)
- Walk pet (as instructed)
- Give pet to other caregiver (as instructed)
- Give a treat (as instructed)
- Disinfect/clean floor, door handles and light switches

CLEANING TAKEOVER