

CLEANING TAKEOVER'S CHECKLIST



BEDROOM

0 1 2 3 4 5 6 7 8 9

- | | |
|---|---|
| <input type="checkbox"/> CAREFULLY DUST SMALL ITEMS | <input type="checkbox"/> VACUUM SITTING AREA(S) |
| <input type="checkbox"/> DISINFECT/WIPE SMALL ITEMS | <input type="checkbox"/> CHANGE SHEETS |
| <input type="checkbox"/> DISINFECT/WIPE TV(S) & REMOTES | <input type="checkbox"/> MAKE BED(S) |
| <input type="checkbox"/> DUST/DISINFECT/WIPE SURFACES | |
| <input type="checkbox"/> REASONABLY TIDY THE SPACE | |



BATHROOM

0 1 2 3 4 5 6 7 8 9

- | | |
|--|--|
| <input type="checkbox"/> DUST PAINTING(S) | <input type="checkbox"/> SCRUB/DISINFECT/WIPE TILING OF THE WALLS INSIDE OF TUB |
| <input type="checkbox"/> DISINFECT/WIPE MIRROR(S) | <input type="checkbox"/> SCRUB/DISINFECT/WIPE INSIDE AND OUTSIDE OF TOILET |
| <input type="checkbox"/> SCRUB/DISINFECT/WIPE OUTSIDE MEDICINE CABINET | <input type="checkbox"/> SCRUB/DISINFECT/WIPE THE OUTER OF ENTIRE UPPER AND/OR LOWER CABINETS |
| <input type="checkbox"/> REASONABLY TIDY SMALL OBJECTS | <input type="checkbox"/> SCRUB/DISINFECT/WIPE THE INSIDE OF ENTIRE UPPER AND/OR LOWER CABINETS |
| <input type="checkbox"/> SCRUB/DISINFECT/WIPE INSIDE AND OUTSIDE OF SINK | <input type="checkbox"/> SCRUB/DISINFECT/WIPE INSIDE AND OUTSIDE OF TUB/SHOWER |
| <input type="checkbox"/> SCRUB/DISINFECT/WIPE SHOWER DOOR | <input type="checkbox"/> SCRUB/DISINFECT/WIPE TILING OF THE WALLS OUTSIDE OF TUB |
| <input type="checkbox"/> SCRUB/DISINFECT/WIPE INSIDE MEDICINE CABINET | |
| <input type="checkbox"/> DISINFECT/WIPE SMALL ITEMS/PAINTING(S) | |

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*Deep cleans add more time in a space that is cluttered and has an abundance of dust, grime and dirt.

CLEANING TAKEOVER'S CHECKLIST



KITCHEN

0 1 2 3 4 5 6 7 8 9

- | | |
|--|---|
| <input type="checkbox"/> WASH/DRY DISHES | <input type="checkbox"/> SCRUB/DISINFECT/WIPE THE INSIDE OF THE RANGE |
| <input type="checkbox"/> PUT AWAY DISHES | <input type="checkbox"/> SCRUB/DISINFECT/WIPE THE INSIDE OF THE OVEN |
| <input type="checkbox"/> REASONABLY TIDY SMALL OBJECTS | <input type="checkbox"/> SCRUB/DISINFECT/WIPE THE INSIDE OF THE DISHWASHER |
| <input type="checkbox"/> SCRUB/DISINFECT/WIPE THE OUTSIDE OF THE RANGE | <input type="checkbox"/> SCRUB/DISINFECT/WIPE THE INSIDE OF THE STOVE |
| <input type="checkbox"/> SCRUB/DISINFECT/WIPE THE OUTSIDE OF THE MICROWAVE | <input type="checkbox"/> SCRUB/DISINFECT/WIPE INSIDE & OUTSIDE OF SINK |
| <input type="checkbox"/> SCRUB/DISINFECT/WIPE THE OUTSIDE OF THE STOVE & THE TOP | <input type="checkbox"/> SCRUB/DISINFECT/WIPE THE INSIDE OF THE MICROWAVE |
| <input type="checkbox"/> SCRUB/DISINFECT/WIPE THE OUTSIDE OF THE OVEN | <input type="checkbox"/> SCRUB/DISINFECT/WIPE THE INSIDE OF FRIDGE |
| <input type="checkbox"/> SCRUB/DISINFECT/WIPE THE OUTSIDE OF THE DISHWASHER | <input type="checkbox"/> SCRUB/DISINFECT/WIPE ENTIRE COUNTERTOP |
| <input type="checkbox"/> SCRUB/DISINFECT/WIPE THE OUTSIDE OF THE FRIDGE | <input type="checkbox"/> SCRUB/DISINFECT/WIPE INSIDE UPPER & LOWER CABINETS |
| <input type="checkbox"/> SCRUB/DISINFECT/WIPE OUTSIDE UPPER & LOWER CABINETS | <input type="checkbox"/> SCRUB/DISINFECT/WIPE OUTSIDE OF ALL APPLIANCES AND STOVE TOP |



ALL USED CLEANING SUPPLIES MUST BE DISCARDED AFTER EACH CLIENT OR PLACED IN A VISIBLE LOCATION TO BE LAUNDERED. TOOLS AND ELECTRONICS MUST BE SANITIZED AFTER EACH USE.

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CLEANING TAKEOVER'S CHECKLIST



FLOORS

- | | |
|--|--|
| <input type="checkbox"/> SWEEP | <input type="checkbox"/> SWEEP BASEBOARDS |
| <input type="checkbox"/> STEAM | <input type="checkbox"/> DUST BASEBOARDS |
| <input type="checkbox"/> POLISH | <input type="checkbox"/> WIPE BASEBOARDS |
| <input type="checkbox"/> VACUUM | <input type="checkbox"/> VACUUM CARPET |
| <input type="checkbox"/> MOP (WASH) | <input type="checkbox"/> STEAM CARPET |
| <input type="checkbox"/> MOP (RINSE) | <input type="checkbox"/> WASH, RINSE AND DRY AREA RUGS |
| <input type="checkbox"/> MOP (DISINFECT) | |

WINDOWS

- WASH, RINSE AND WIPE
- DISINFECT AND WIPE
- WIPE LOCK LEDGES
- DUST BLINDS
- WIPE BLINDS
- DISINFECT BLINDS

WALLS & CEILING

- WASH AND RINSE
- SPOT CLEAN WALLS/DOORS/COBWEBS
- DISINFECT/WIPE FANS AND VENT COVERS
- DISINFECT/WIPE DOOR HANDLES & LIGHT SWITCHES

FOYER/HALL

- DISINFECT/WIPE DOOR, HANDLES, LIGHT SWITCHES, FURNITURE, GLASS, PLASTIC OR CERAMIC ITEMS

TRASH

- WASH, RINSE AND DRY BIN(S)
- DISINFECT AND WIPE
- EMPTY

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CLEANING TAKEOVER'S CHECKLIST



DESCRIPTION	<u>LIVING</u>					<u>DINING</u>					<u>DEN</u>					<u>OFFICE</u>								
	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5
<input type="checkbox"/> VACUUM SOFA(S)																								
<input type="checkbox"/> VACUUM CHAIR(S)																								
<input type="checkbox"/> REASONABLY TIDY THE SPACE																								
<input type="checkbox"/> CAREFULLY DUST SMALL ITEMS																								
<input type="checkbox"/> DUST/DISINFECT/WIPE SURFACES																								
<input type="checkbox"/> DISINFECT/WIPE TV(S) & REMOTES																								
<input type="checkbox"/> DISINFECT/WIPE GLASS, PLASTIC OR CERAMIC ITEMS (AS INSTRUCTED)																								



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CLEANING TAKEOVER'S CHECKLIST (ADD-ONS)

PET AREAS

0 1 2 3 4 5 6 7 8 9

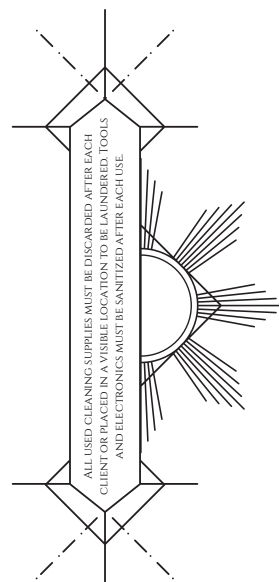
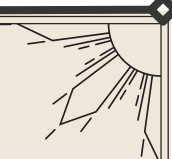
- CLEAN LITTER BOX(ES)
- WASH LITTER BOX(ES)
- VACUUM EVERYTHING
- ADD LITTER TO THE BOX(ES)
- REFRESH THE LITTER BOX(ES) WITH BAKING SODA
- CHANGE OVER LITTER INSIDE THE BOX(ES)
- FEED PET (AS INSTRUCTED)
- REPLENISH FOOD BOWL(S)
- WALK PET (AS INSTRUCTED)
- GIVE A TREAT (AS INSTRUCTED)
- WASH AND REPLENISH FOOD BOWL(S)
- DISINFECT/WIPE ALL HARD SURFACES
- CLEAN AND REFRESH AQUARIUM/TANK/BOWL(S)
- CLEAN/REPLACE FILTER FOR AQUARIUM/TANK/BOWL(S)
- REFRESH AQUARIUM/TANK/BOWL(S)
- REPLENISH WATER BOWL(S)
- CHANGE WATER BOWL FILTER
- WASH AND REPLENISH WATER BOWL(S)
- WASH AND REPLACE WATER BOWL FILTER
- DISINFECT/CLEAN FLOOR, DOOR HANDLES AND LIGHT SWITCHES
- CHECK FOR SIGNS OF INJURY, BODILY FLUID, BILE OR BLOOD AND RECORD IT
- GIVE PET TO OTHER CAREGIVER (AS INSTRUCTED)



LAUNDRY

0 1 2 3 4 5

- WASH CLOTHES/LINEN
- DRY CLOTHES/LINEN
- FOLD CLOTHES/LINEN
- IRON CLOTHES/LINEN
- WIPE INSIDE OF DRYER
- WIPE OUTSIDE OF DRYER
- WIPE INSIDE OF WASHER
- WIPE OUTSIDE OF WASHER



BALCONY

0 1 2 3 4 5

- SWEEP ENTIRE BALCONY
- WASH WINDOWS
- SCRUB/DISINFECT AND WIPE SIDE PANELS
- SCRUB/DISINFECT FLOOR (WASH AND RINSE)
- VACUUM ALL FURNITURE
- DISINFECT/WIPE GLASS, PLASTIC OR CERAMIC ITEMS (AS INSTRUCTED)
- SCRUB/DISINFECT AND WIPE RAILINGS

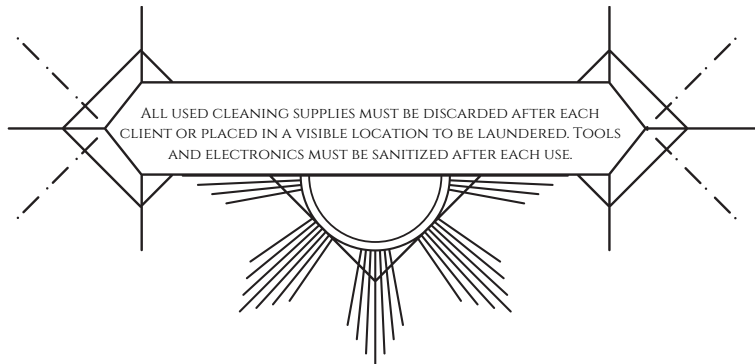


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CLEANING TAKEOVER'S WHITE GLOVE CHECK



AREAS	WINDOWS					FLOORS					WALLS					TRASH								
	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5
<input type="checkbox"/> DEN																								
<input type="checkbox"/> OFFICE(S)																								
<input type="checkbox"/> DINING(S)																								
<input type="checkbox"/> KITCHEN(S)																								
<input type="checkbox"/> PET AREA(S)																								
<input type="checkbox"/> BALCONY(S)																								
<input type="checkbox"/> LAUNDRY(S)																								
<input type="checkbox"/> BEDROOM(S)																								
<input type="checkbox"/> BATHROOM(S)																								
<input type="checkbox"/> FOYER/HALL(S)																								
<input type="checkbox"/> LIVING ROOM(S)																								



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