

CLEANING PRIORITIES CHECKLIST:

PLEASE INDICATE YOUR PREFERRED CLEANING TASKS FOR EACH INDIVIDUAL ROOM BY NUMBERING THEM IN ORDER OF PRIORITY, FROM THE MOST IMPORTANT (#1) TO THE LEAST IMPORTANT. USE "N/A" FOR TASKS YOU DO NOT WANT COMPLETED IN A SPECIFIC AREA. IF YOU HAVE ADDITIONAL CLEANING REQUESTS NOT LISTED IN THE STANDARD TASKS AVAILABLE IN THE COLUMN OF THE DESIRED RAT THE BOTTOM LEFT CORNER. YOU DO NOT NEED TO “PRIORITIZE” EXTRAS. AS THEY ADD AN ADDITIONAL FEE, THESE WILL BE COMPLETED WITH ALL HIGH PRIORITY AREAS IN THE APPLICABLE ROOM THAT THE SPECIAL REQUESTED SERVICE TYPICALLY OCCURS IN. REMEMBER TO ALSO COMPLETE THE ADDITIONAL PAGES IF YOU HAVE MORE THAN ONE BEDROOM AND BATHROOM THAT WE ARE CLEANING FOR YOU!

Client Name			Cleaning Address:			(Area Code)			Client Primary Contact #		
[Client Only]			[Client Only]		[Cleaner Only]	[Client Only]			[Client Only]		[Cleaner Only]
AVAILABLE CLEANING OPTIONS; only number the tasks you are requesting			# from high to low priority		Check off as completed	AVAILABLE CLEANING OPTIONS; only number the tasks you are requesting			# from high to low priority		Check off as completed
1.) Living Room & Hall/Entryways						3.) Kitchen & Breakfast Nook					
Clean baseboards (wipe or wash)						Clean Baseboards (wipe or wash)					
Clean Doors, Doorjambs & Doorframes						Wipe Doors, Doorjambs & Doorframes					
Clean Windows/Sashes/Sills						Clean Interior Windows/Sashes/Sills					
Clean Decor, Mirrors & Picture Frames						Clean Interior/Exterior Microwave					
Polish/Clean Furniture & Flat Surfaces						Clean Stovetop, Range Hood Vent					
Polish Woodwork (including handrails)						Clean Exterior Cabinet Doors/Drawers					
Sweep/Vacuum/Mop All Flooring						Clean Exterior Fridge, Dishwasher, Oven					
Vacuum Upholstered Furnishings						Clean All Surfaces/Seating/Backsplash					
Clean Fans, Light Fixtures, Vent Covers						Sanitize Sink & Shine Fixtures					
Wipe Down Lightswitches & Outlets						Sweep/Vacuum/Wash All Flooring					
2.) Dining Room / Back Patio Door						Clean Lightswitches/Outlet Covers					
Baseboards Cleaned (wipe or wash)						4.) Bathroom & En-Suite (Primary Bathroom)					
Clean Doors, Doorjambs & Doorframes						Clean Baseboards (wipe or wash)					
Clean Windows, Sashes & Sills						Wipe Doors, Doorjambs & Doorframesi					
Clean Decor, Mirrors & Picture Frames						Clean Interior Windows/Sashes/Sills					
Clean Dining Table/Chairs (Incl. Legs!)						Clean Vent Covers, Fans & Lights					
Clean Place Settings/Centerpieces						Clean & Shine Sink, Mirrors & Chrome					
Vacuum Chair Pads or Cushions						Scrub & Sanitize Bathtub, Tile & Grout					
Clean Fans, Light Fixtures & Vent Covers						Scrub & Sanitize Shower, Tile & Grout					
Wipe Down Lightswitches & Outlets						Clean Toilet, Inside/Out/Surrounding					
Sweep/Vacuum/Mop All Flooring						Clean Surfaces and Cabinet Faces					
Clean Sliding Glass Door & Tracks						Sweep/Vacuum/Mop All Flooring					
Extras: if applicable, specify in 1st column the room that applies						Clean Lightswitches & Outlet Covers					
Clean Interior Oven						5.) Primary Bedroom (Master Bedroom)					
Clean Interior Refrigerator						Clean Baseboards (wipe or wash)					
Wash Inside Cabinets (Kitchen OR Bath)			Kitchen? Bathroom? Both?			Wipe Doors, Doorjambs & Doorframes					
Remove Cobwebs/Detail Dusting			Which Rooms?			Clean Window/Sashes/Sills					
Wash/Clean Stains/Spots From Walls			Which Room #s?			Clean Ceiling Fan, Light Fixture,Lamps					
Laundry- Priced Per Load, On-Site			# of loads			Dust/Clean Decor & Picture Frames					
Dishwashing/Load Dishwasher-Per load			# of loads			Clean Horizontal Surfaces & Mirrors					
Excessive Pet Hair Removal			# indoor pets			Change Sheets & Make Up Bed					
Sweep Patio/Porch & Wipe Furniture			Front/ Back?			Wipe Lightswitches & Outlet Covers					
Sanitize All High Contact Surfaces			Which Rooms?			Sweep/Vacuum/Mop All Floors					
Heavy Soap Scum Buildup (Bathrooms)			Which Rooms?			Clean Blinds/Shutters/Curtains					

HOW TO CHOOSE & SPECIFY YOUR EXTRAS:

SPECIFY NECESSARY INFO IN THE 1ST COLUMN IMMEDIATELY TO THE RIGHT OF THE SELECTED EXTRA, IF APPLICABLE. SINCE THE EXTRAS ARE AN ADDITIONAL COST, THERE IS NO NECESSARY PRIORIZATION LABELLING. ALL EXTRAS ARE CONSIDERED HIGH PRIORITY AND ARE COMPLETED ALONG WITH THE HIGH PRIORITY SELECTIONS FOR THE SPECIFIC ROOM OR AREA THAT THE REQUESTED EXTRA IS LOCATED IN.

Arrival Time

Departure Time

Todays Date (mm/dd/yyyy)

Cleaning Provider Name			(Area Code)	Cleaner Primary Contact #	
[Client Only]	[Client Only]	[Cleaner Only]	[Client Only]	[Client Only]	[Cleaner Only]
AVAILABLE CLEANING OPTIONS; only number the tasks you are requesting	# from high to low priority	Check off as completed	AVAILABLE CLEANING OPTIONS; only number the tasks you are requesting	# from high to low priority	Check off as completed
6.) Den or Family Room			9.) Bedroom No. 2 or _____'s room		
Clean Baseboards (wipe or wash)			Clean Baseboards (wipe or wash)		
Wipe Doors, Doorjambs & Doorframes			Wipe Doors, Doorjambs & Doorframes		
Clean Window/Sashes/Sills			Clean Window/Sashes/Sills		
Clean Ceiling Fan, Light Fixture,Lamps			Clean Ceiling Fan, Light Fixture,Lamps		
Dust/Clean Decor & Picture Frames			Dust/Clean Decor & Picture Frames		
Clean Horizontal Surfaces & Mirrors			Clean Horizontal Surfaces & Mirrors		
Vacuum Upholstered Furniture			Change Sheets & Make Up Bed		
Wipe Lightswitches & Outlet Covers			Wipe Lightswitches & Outlet Covers		
Sweep/Vacuum/Mop All Floors			Sweep/Vacuum/Mop All Floors		
Clean & Dust Blinds/Shutters/Curtains			Clean Blinds/Shutters/Curtains		
7.) Bathroom No. 2 or _____			10.) Bedroom No. 3 or _____'s room		
Clean Baseboards (wipe or wash)			Clean Baseboards (wipe or wash)		
Wipe Doors, Doorjambs & Doorframes			Wipe Doors, Doorjambs & Doorframes		
Clean Interior Windows/Sashes/Sills			Clean Window/Sashes/Sills		
Clean Vent Covers, Fans & Lights			Clean Ceiling Fan, Light Fixture,Lamps		
Clean & Shine Sink, Mirrors & Chrome			Dust/Clean Decor & Picture Frames		
Scrub & Sanitize Bathtub, Tile & Grout			Clean Horizontal Surfaces & Mirrors		
Scrub & Sanitize Shower, Tile & Grout			Change Sheets & Make Up Bed		
Clean Toilet, Inside/Out/Surrounding			Wipe Lightswitches & Outlet Covers		
Clean Surfaces and Cabinet Faces			Sweep/Vacuum/Mop All Floors		
Sweep/Vacuum/Mop All Flooring			Clean Blinds/Shutters/Curtains		
Clean Lightswitches & Outlet Covers			Tidy Up Clutter (toys, clothes etc.)		
8.) Bathroom No. 3 or _____			Extras, Pg. 2: specify the intended room # in column 1 if needed		
Clean Baseboards (wipe or wash)			Clean Under Refrigerator		
Wipe Doors, Doorjambs & Doorframes			Clean Under Stove/Oven		
Clean Interior Windows/Sashes/Sills			Vacuum Edges/Against Baseboards	Which Rooms?	
Clean Vent Covers, Fans & Lights			Vacuum Underneath Furniture	Which Rooms?	
Clean & Shine Sink, Mirrors & Chrome			Vacuum Mattress/es	Which Beds?	
Scrub & Sanitize Bathtub, Tile & Grout			Steam Clean Hard Surface Floor	Which Floors?	
Scrub & Sanitize Shower, Tile & Grout			Degrease & Deodorize Garbage Disposal		
Clean Toilet, Inside/Out/Surrounding			Clear Hair Clog (Shower/Tub Drain)	Which Drains?	
Clean Surfaces and Cabinet Faces			Clean Under Toilet Hinges/Behind Toilet	Which Toilets?	
Sweep/Vacuum/Mop All Flooring			Polish Wood/Metal/Glass Furniture (Circle Type)	What Room?	
Clean Lightswitches & Outlet Covers					