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**Residential Cleaning Checklist**

Client Name:

Home Phone:

Address:

Email:

House Description:

* Single Family # of Bedrooms: \_\_\_\_\_\_\_\_\_\_\_
* Townhouse # of Bathrooms: \_\_\_\_\_\_\_\_\_\_
* Apartment Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

How do we enter the house, where does trash go:

Are there any pets? If so, names/desc?

How Often:

* Weekly □ Bi-Weekly □ Monthly

What time can service begin? \_\_\_\_\_\_ a.m. \_\_\_\_\_\_\_ p.m.

What time is service to be completed by? \_\_\_\_\_\_\_\_ a.m. \_\_\_\_\_\_ p.m.

Day of service preferred:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| M | T | W | T | F |
| □ | □ | □ | □ | □ |

Rooms to be cleaned:

* Kitchen □ Attic □ Office/Den
* Family Room □ Basement □ Rec. Room
* Living Room □ Bedrooms #\_\_\_\_\_ □ Stairway(s)
* Dining Room □ Utility Room □ Hallway
* Bathroom(s) #\_\_\_\_ □ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| AREAS | |  | |
| **LIVING ROOMS** | | **KITCHEN □ Stainless Steel** | |
| □ Lamps / Wall Hangings Cleaned | □ Mirrors #\_\_\_\_\_\_\_\_\_\_ | □ Appliances Wiped Down | □ Cabinets Spot Cleaned |
| □ Vacuum / Sweep / Mop | □ Window Sills Dusted | □ Stove Top **□ Gas □ Glass** | □ Fridge Cleaned (Outside Only) |
| □ Furniture Dusted | □ Cobwebs Removed | □ Floors Swept & Mopped | □ Microwave (Outside Only) |
| □ Shelves/Frames Cleaned | □ Trash Emptied | □ Trash Emptied | □ Counters / Backsplash |
| □ Room Appears Neat | □ Flooring \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ Flooring \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ Room Left Neat |
| **BATHROOMS #\_\_\_\_\_** | | **LAUNDRY ROOM** | |
| □ Toilets Cleaned | □ Tile / Chrome Polished | □ Washer/Dryer Wiped | □ Cobwebs Removed |
| □ Shower / Tub Cleaned | □ Floors Swept & Mopped | □ Mopped/Vacuum | □ Baseboards / Sills Wiped |
| □ Vanity / Mirror Cleaned | □ Sinks Cleaned | □ Cabinet Fronts/ Counters Wiped | □ Other: |
| **BEDROOMS #Bedrooms\_\_\_\_\_\_\_\_\_** | | **REC ROOM/ FAMILY ROOM** | |
| □ Lamps / Wall Hangings Cleaned | □ Mirrors #\_\_\_\_\_\_\_\_\_\_ | □ Lamps / Wall Hangings Cleaned | □ Mirrors #\_\_\_\_\_\_\_\_\_\_ |
| □ Vacuum / Sweep / Mop | □ Windowsills Dusted | □ Vacuum / Sweep / Mop | □ Windowsills Dusted |
| □ Furniture Dusted | □ Cobwebs Removed | □ Furniture Dusted | □ Cobwebs Removed |
| □ Shelves/Frames Cleaned | □ Trash Emptied | □ Shelves/Frames Cleaned | □ Trash Emptied |
| □ Room Appears Neat | □ Flooring \_\_\_\_\_\_\_\_\_\_\_\_\_ | □ Room Appears Neat | □ Flooring \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Additional Comments | | | |
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