

Name: \_\_\_\_\_

House Street Address: \_\_\_\_\_

Date: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

<b>Bathrooms</b>	<b>Description</b>	<b>Employee Initials ( By initialing you state that this is completed to K2YN standards, policy and procedures)</b>
	Dust ceilings corners and baseboards	
	Toilets disinfected inside and out, including base of toilet and outside bowl	
	Towels neatly hung and folded	
	Countertops disinfected and dry	
	Cabinet fronts and sides cleaned	
	Sinks Scrubbed and disinfected wiped dry, chrome shined and calcium build up removed,	
	Windows both sides, window frames, and inside track cleaned and mirrors all hair spray removed	
	Tash emptied and bag replaced	
	Rugs shook out and vacuumed	
	Vacuum debris corner to corner on floor, mop dry	



<b>Bedrooms</b>	<b>Description</b>	<b>Employee Initials ( By initialing you state that this is completed to K2YN standards, policy and procedures)</b>
	Dust ceilings and base boards	
	Lamps and side tables cleaned and dusted	
	Wipe down all wood work, door-frames, doors, switch plates and electrical outlet plates, picture frames	
	Furniture Dusted	
	Windows both sides, window frames, and inside track cleaned	
	Trash emptied, replace bag	
	Mirrors Cleaned	
	General straightening completed	



<b>Other Living Areas, laundry rooms, Including hallways and stairs</b>	<b>Description</b>	<b>Employee Initials ( By initialing you state that this is completed to K2YN standards, policy and procedures)</b>
	Dust Ceilings corners, stairs, railings and baseboards	
	Cushions and Pillows fluffed and straightened	
	Disinfect/oil down all wood woodwork, railings door-frames, switch plates and electrical outlets	
	Ceiling fans dusted	
	All surfaces and items dusted and disinfected	
	Furniture dusted-on top, front and underneath	
	Floors vacuumed and mopped	
	Hallway & Stairwells floors vacuumed and mopped	
	General Straightening Completed	
	Trash emptied and bag replaced	

<b>Kitchen</b>	<b>Description</b>	<b>Employee Initials ( By initialing you state that this is completed to K2YN standards, policy and procedures)</b>
	Dust ceilings and base boards	
	Appliances exteriors cleaned	
	Wipe down all wood work, door-frames, doors, switch plates and electrical outlet plates	
	Tables and chairs cleaned	
	Countertops and backsplash disinfected removal of grease	
	Microwave, oven top and inside stove cleaned, no white residue	
	Cabinet fronts sides and tops wiped free of grease	
	Sinks scrubbed, disinfected, dry and faucet placed in middle of sink	
	Rugs and floors vacuumed and mopped, finished dry	
	Windows both sides, window frames, and inside track cleaned	
	Trash Emptied	

