

DEEP CLEAN PROCEDURE



BEDROOMS

BEDS: Strip all personal linen (comforters, pillow shams & protectors, duvets, bed skirts and washable rugs) Wash in house or bagged up for dry cleaning. Using provided Murphy Oil Soap, wipe the bed frame down. Once laundry is cleaned, and the room has been deep cleaned, please replace the linens to the correct bedroom with new sheets. All extra linens are removed from the closets and washed. Including pillow protectors. Tags on comforters and throw blankets need to be checked for cleaning instructions, if labeled dry clean only bag and mark for us to collect. (if not labeled and questionable please send me a picture for determination)

FURNITURE: Using Murphy Oil Soap, wipe inside and out of all dressers and drawers. All end tables and their legs, chairs and benches.

WINDOWS & DOORS: Blinds are wiped cleaned and window screens taken off if on the inside of the window and washed (Both the screen and the window). Dust the tops of window frames, door frames, (using Murphy Oil Soap). Clear all window tracks of any debris and wash the windows. Check to make sure windows are **locked** and close blinds. If there is a sliding glass door, please do the same thing and make sure the door is **locked** and the blinds or curtains are closed. All windows that are reachable from the ground or deck are to be washed on the exterior. **(If accessible from the outside remove screen, wash it and exterior of the window)**

CLOSETS: Remove all items, using Murphy Oil Soap wipe all shelves, dowels and baseboards. Extra pillows, pillowcases/protectors and extra blankets are to be washed, folded neatly and placed back in the same closet on a shelf NOT on the floor. If you cannot find room in the closet, please place neatly in a dresser drawer. Push all hangers to one side and check for left over items or debris.

PICTURE FRAMES: Dust and clean the glass

CEILINGS & FANS: Web dust all lights & corners. Fans are dusted and wiped. Bowl style lights shades are removed and cleared of debris and dust.

LAMPS: Shades are dusted with damp cloth and bases are wiped down. Please report any lightbulbs not working.

WALLS & BASEBOARDS: Using provided Murphy Oil Soap, wash all walls and baseboards

FLOORS: (Bedroom AND Closet) All to be vacuumed and/or mopped, taking care to use a tool along the carpet edge to remove dust and pet hair.

BATHROOMS

WINDOWS & BLINDS: Blinds wiped cleaned and window screens taken off if on the inside of the window and washed. (Both the screen and the window) Clear all window tracks of any debris. Check to make sure windows are **locked** and close blinds. **(If accessible from the outside remove screen, wash it and exterior of the window)**

TOILETS: Sanitized inside and out and around the base/floor/baseboards.

SHOWERS: Remove shower curtains and wash in home or bagged up to be brought to a facility. (Depending on the property.) If there is a shower curtain that needs to be replaced or mold around the bathtub that needs to be addressed, please notify Windows2TheWalls. Sanitize and clear off all soap scum. Using Bioclean hard water stain remover clean glass of water spots until clear. Assure handles have no fingerprints or scum on or around them.

BATHTUBS: Sanitized and scrubbed from soap scum, bath bomb or sunscreen debris. Assure fixtures have no fingerprints or scum on or around them.

SINKS: Sanitize and remove soap scum/toothpaste. Assure handles have no fingerprints, toothpaste, or scum on or around them. Wash Mirrors.

VANITIES: Wash Mirrors. Wash/Wipe down all wall light sconces using Murphy's Oil Soap, wipe down all wood including mirror frames, shelves and drawers inside and out. Replace any provided supplies that are missing (Toilet paper, tissues, bar soap, shampoo/conditioner and trash bags)

PICTURE FRAMES & ACCESSORIES: Dusting and glass cleaned.

DOORS: Wipe down all door frames and doors inside and out using Murphy Oil Soap.

WALLS & BASEBOARDS: Wash all walls & baseboards with Murphy's Oil Soap.

FLOORS: If rugs are machine washable, wash in house. If not, please bag them up to be taken to a facility. Vacuum and mop assuring to get corners well. Anything grouted, Showers, Floors or Countertops will be scrubbed and grout cleaned using a safe whitening agent.

LAUNDRY ROOM

CEILINGS: Web Dust any ceiling fixtures and wipe down bathroom vents

WINDOWS & BLINDS: Blinds wiped cleaned and window screens taken off if on the inside of the window and washed. (Both the screen and the window) Clear all window tracks of any debris. Check to make sure windows are **locked** and close blinds. **(If accessible from the outside remove screen, wash it and exterior of the window)**

WASHER & DRYER: Washer and dryer need to be moved and cleaned behind and underneath (if assistance is required let me know and we can help) Fill laundry pods, check dryer lint, clean off all dust, soap, and fingerprints on washers and dryers and tabletops. If there is a **sink**, scrub it out with warm soapy water and all water spots from faucet/ handles.

CABINETS & DRAWERS: Remove all items. Using Murphy's Oil Soap wipe all cabinet doors & drawers inside and out. Replace items neatly and organized.

PICTURE FRAMES: Dusted and glass cleaned.

DOORS: Wipe down all door frames and doors inside and out using provided Murphy Oil Soap.

WALLS & BASEBOARDS: Using provided Murphy Oil Soap, wash all walls & baseboards.

DINING ROOMS

TABLES Using Murphy Oil Soap, wipe all doors inside and out, as well as window frames. All wood furniture, tables and chairs down inside and out. (Check on the backs of the seat and seats of chairs for greasy fingerprints or food debris, if cloth seats need cleaned, please notify Windows2TheWalls)

HUTCHES: Take everything out to be able to cleaned. Shake out all placemats for inspection if they need to be washed wash them in house and neatly place things back.

WINDOWS & BLINDS: Wiped cleaned and window screens taken off if on the inside of the window and washed. (Both the screen and the window) Clear all window tracks of any debris. Check to make sure windows are **locked** and close blinds. **(If accessible from the outside remove screen, wash it and exterior of the window)**

PICTURE FRAMES & DECORATIONS: Dusted and glass cleaned.

DOORS: Wipe down all door frames and doors inside and out using Murphy Oil Soap.

WALLS & BASEBOARDS: Using Murphy Oil Soap, wash all walls & baseboards.

KITCHEN & BAR AREA

(Start on one side and work your way to other side. Always work from right to left or left to right. Countertops cleaned last.)

OVEN: Start by checking ovens and oven doors first to see if you need to spray degreaser or oven cleaner on them to help eat away at the grease and grime while you clean the rest of the kitchen. If moveable, they need to be moved and cleaned behind/underneath. Oven racks are to be placed in a plastic bag and treated with degreaser or oven cleaner. Use a Pumice stone or SOS to help break up the grease spots. When the kitchen is nearing completion, rinse the racks and wipe out any residue from the sides, bottoms, backs, and doors of the oven. The outside of ovens should be free of food, fingerprints, and shined with stainless steel cleaner. **(Notify me if you need assistance moving appliances)**

STOVETOPS: Are to be clear of all food, grease splatter in or around the stovetop including the back splash, vent trap, knobs and hood of the stove top. *If the stove top has electric coils*, the trays need to be removed using oven cleaner in the same fashion as the oven racks. The stove top needs to be washed then the trays and coils replaced. *If the stovetop is glass*, clean and remove all knobs and vent cover. Use cream clean or SOS to help remove any scorch/burn marks.

DISHWASHERS: Are to be emptied if clean and started **Immediately** if not. We cannot leave dishes in the dishwashers. The inside and outside should be free of food, fingerprints, and shined with stainless steel cleaner.

REFRIGERATORS & FREEZERS: If moveable, they need to be moved and cleaned behind/underneath. Cleaned inside and out and polished if it is stainless steel **(Notify me if you need assistance moving appliances)**

MICROWAVES: Clean inside/outside AND underneath. Take care to check the (Ceiling) of the microwave, it needs cleaned of all grease and splatter. If it is stainless steel, it needs to be polished with stainless steel cleaner.

DRAWERS & CABINETS: Are to be inspected and cleared of any food/debris and organized. Starting with one section at a time, remove all items inside the cabinets and drawers. Using Murphy Oil Soap, 4 wipe cabinets and cabinet doors & drawers inside and out and replace the items neatly and organized. Wash all cabinet handles/drawer pulls with Murphy's Oil Soap.

POTS & PANS: All pot lids must be free of water spots and fingerprints. Every pot and pan are to be cleared of grease/scorch marks on the inside and outside. Stainless pots and pans are to be cleaned with cream clean or an SOS pad to remove any scorching.

SINK: Scrub with cream clean then warm soapy water. Assure handles have no fingerprints or scum on or around them. And replace any provided supplies that is missing. (Paper towels, dish soap, dishwasher pods, hand soap, and trash bags.) Leave kitchen towels next to the sink with sponge and soap.

WALLS & BASEBOARDS: Using Murphy's Oil Soap, wash all walls, baseboards, cabinet fronts & kick plates.

DOORS: Wipe down all door frames and doors inside and out using provided Murphy's Oil Soap.

WINDOWS & BLINDS: Wiped cleaned and window screens taken off if on the inside of the window and washed. (Both the screen and the window) Clear all window tracks of any debris. Check to make sure windows are **locked** and close blinds. **(If accessible from the outside remove screen, wash it and exterior of the window)**

PICTURE FRAMES & COUNTER RECEPTACLES: Dusted and glass cleaned.

BAR AREA: Empty dishwasher if there is one. Clean out ice-maker if there is one. Make sure there is no dust or water marks on wine/drink glasses. Wipe all window frames, drawers and cabinets inside and out using Murphy's Oil Soap to remove any food debris or drink spills. Wash any windows and clear out the tracks from any debris. Make sure windows are **locked**. Scrub out the **sink** if there is one with warm soapy water. Assure handles have no fingerprints or scum on or around them. **Baseboards:** using Murphy Oil Soap, wash all baseboards.

GROUT: Anything grouted, Showers, Floors or Countertops will be scrubbed and grout cleaned using a safe whitening agent.

LIVING/COMMON AREAS

BLANKETS: Wash all blankets in home unless dry-clean only. Fold and place neatly in it's designated spot.

WINDOWS & BLINDS: Cleaned and window screens taken off if on the inside of the window and washed. (Both the screen and the window) Clear all window tracks of any debris. Check to make sure windows are **locked** and close blinds. **(If accessible from the outside remove screen, wash it and exterior of the window)**

FURNITURE: Using Murphy's Oil Soap, wipe inside and out of all surfaces, shelves and drawers. All end tables and their legs, chairs, lamps and benches.

COUCHES & RECLINERS: Check inside and underneath for remotes, any debris or left items. Vacuum inside and under if needed. If pillows have shams they need to be removed, washed and placed back.

FIREPLACE: Remove all debris into a metal bin provided at the home for the ashes.

PICTURE FRAMES: Dusted and glass cleaned.

SHELVES & ENTERTAINMENT CENTER: All items need to be removed and dusted, TV's and electronics included. Once shelving is cleared wipe down with Murphy's Oil Soap and/or glass cleaner.

WALLS & BASEBOARDS: Using Murphy's Oil Soap, wash all walls & baseboards.

GAME ROOM & GAMES

WINDOWS & BLINDS: Cleaned and window screens taken off if on the inside of the window and washed. (Both the screen and the window) Clear all window tracks of any debris. Check to make sure windows are **locked** and close blinds. **(If accessible from the outside remove screen, wash it and exterior of the window)**

FURNITURE: Using Murphy Oil Soap, wipe inside and out of all surfaces, shelves and drawers. All end tables and their legs, chairs, lamps and benches.

PICTURE FRAMES & ACCESSORIES: Dust and glass cleaned. All games organized and wiped down any pool table ledges, air hockey tables, or arcade games.

GROUTED SHOWERS, COUNTERS & FLOORS

Anything grouted, Showers, Floors or Countertops will be scrubbed and grout cleaned using a safe whitening agent.

PATIOS/EXTERIOR & OUTDOOR KITCHENS

BBO: Scrape what grease is in the drip tray into the garbage then run the drip tray in hot water and soap to clean it out. If there is food on the grill, you may need to turn it on to burn off the food then scrape it with the tools provided at the home. Wipe down any grease, splatter, or food from the side burners, lids, and handles/knobs.

GLASS DOORS & WINDOWS: Doors need to be washed inside and out. The outside windows that are easily accessible need to be cleaned.

PATIO FURNITURE: Cushions and tables need to be wiped down and placed neatly.

EXTERIOR EVES & WALKWAYS: Using a web-duster, remove all webs and debris from exterior of the home. Using a broom or blower, clear all leaves and debris from walkways.

All food and trash near or around the patios is to be removed. lock all doors and close blinds if they have them. Using a broom or blower & web-duster clear patio grounds of any debris and cobwebs.

GARAGE

Clear any cobwebs on the interior.

Refrigerators and freezers need cleaned out. Stainless steel cleaner if needed.

Any toys, and bikes, need organized and any trash left behind taken out.

Ping pong tables/games need to be wiped down and any balls and paddles to be placed on the table or provided area.

Using a broom or blower, please clear garage floors of any debris.

All entrances need to be **locked**.

TRASH ROOM OR OUTDOOR AREA

Pick up any trash on the floor area and make sure all lids are on the cans and gates or doors completely shut to avoid critters from making a mess.

If the garbage area is full, please contact Windows2TheWalls so we can make sure it is cleared out for the next guest.

EXTRA

Please notify W2W if:

Light bulbs or batteries that need to be replaced.

Any personal linens looking dingy after cleaning and need to be replaced.

If there are any carpets needing to be cleaned.

Any dishes that may be broken.

Pots, pans, baking sheets, etc. that need to be replaced.

If the home is NOT a pet home, please notify W2W of any evidence of a pet.

If there is ANYTHING in the home that is broken due to guest neglect.

FOR OWNERS

We will be taking in inventory of items needs IE: Pillow/mattress protectors.

Items that are damaged will be documented. We can discuss their necessity and replacement.