



Basic Cleaning Checklist

Kitchen:

- ❑ Countertops - wipe down all surfaces/disinfect counter tops and backsplash
 - Clean visible food debris and drips on cabinets/handles if applicable
 - Move all small appliances on the countertop, clean underneath
 - Clean all small appliances
 - Coffee Pot – empty pot or drip trays and clean
- ❑ Sink - clean/disinfect basin, faucet and all handles/sprayers
 - Wipe down all soap dispensers, soap dishes etc.
- ❑ Window behind sink – clean if applicable
- ❑ Dishwasher/dishes – wipe down/clean exterior and control panel
 - Empty dishwasher if clean, load if dirty dishes in sink and run cycle if full
 - Handwash dishes if applicable
- ❑ Refrigerator - wipe down/clean exterior of refrigerator
- ❑ Stove/Oven - wipe down/clean exterior of stove top and controls along with hood fan/vent if applicable
 - Gas stove – remove grates to clean underneath
 - Ceramic – use ceramic cleaner with scrub sponge or if needed a razor blade to remove debris
- ❑ Microwave – wipe down/clean interior and exterior including glass rotating plate
- ❑ Trash Can – wipe down exterior and foot pedal, remove trash and replace with new liner.
- ❑ Wipe down light switches
- ❑ Stainless Steel spray – buff into the following if applicable:
 - Refrigerator
 - Oven
 - Microwave
 - Dishwasher
 - Sink/faucet handles/sprayers
 - Trash Can
 - Any stainless small appliance on the countertop

Bathrooms:

- ❑ Countertops- wipe down all surfaces/disinfect counter tops and backsplash
- ❑ Mirror – and frame, wipe down then buff out with light blue microfiber rag
- ❑ Sink - clean/disinfect basin, faucet and all handles
 - Remove all hard water staining, residue and or rust marks in sink.
 - Scrub handles and around faucet to remove hard water residue.
 - Wipe down all soap/lotion dispensers, soap dishes, and any other items located on the counter
- ❑ Toilet – Clean/disinfect the tank, handle, seat, bowl and sides/front of toilet to the floor
 - Remove all debris and hard water staining from toilet, hinges and caps
 - Wipe down water line and silver attachment to wall or floor
 - Clean/disinfect all client owned toilet brushes, plungers, and trashcans.
 - Replace trashcan liner if applicable
- ❑ Towel Bars, Toilet Paper Holder – clean/disinfect

- Refold towels and rehang if needed
- Fold toilet paper into triangle to signify the bathroom has been cleaned
- Shower/Tub – remove all personal items from the shower/tub
 - Clean/disinfect and dry all walls, built in shelving, tub basin (interior and exterior if applicable), faucets, handles and showerhead.
 - Clean and dry all glass shower doors, shower door trim, and or glass walls
 - Shower door tracks – remove debris and or hard water residue
- Wipe down light switches

Bedrooms:

- Dust all furniture, shelving, decorations, fireplace mantles and lamps
 - Remove debris or fingerprints from table tops
 - Table top decorations – move or pick up to get underneath
 - Picture frames
- Mirror – and frame, wipe down then buff out with microfiber cloth
- Straighten out bedding
 - strip and remake beds only if requested by client
- Wipe down light switches

Common Areas:

- Dust all furniture, shelving, decorations, fireplace mantles and lamps
 - Remove debris or fingerprints from table tops/dining room table
- TV – dust. If needed, WATER ONLY with microfiber buffing cloth to remove fingerprints if applicable
- Straighten out blankets
- Fluff pillow and mark top down with a V indent
- Clean/disinfect TV remotes
- Spot clean windows/glass doors for fingerprints
- Wipe down light switches
- Fireplace – We DO NOT VACUUM THE ASH – DO NOT CLEAN UNLESS REQUESTED
 - Client will need to provide a shovel and bucket to remove ash or vacuum rate for ash removal
- Vacuum all flooring throughout the home; carpet and solid flooring
- Mop all solid floor; tile, stone, linoleum, hardwood etc.

Should your desired service or item not be listed above, it is unfortunately not considered a part of our Basic Cleaning Checklist. We invite you to connect with our management team to customize your cleaning service and to discuss the unique aspects of your home.