



Cleaning and Maintenance Protocol

| Cleaning Kitchen, Dining and Bar Areas | Cleaning Bathrooms |
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| <ul style="list-style-type: none"> <input type="checkbox"/> Appliance exteriors cleaned <input type="checkbox"/> Tables, chairs and bar stools wiped down <input type="checkbox"/> Counter tops and back splash cleaned and disinfected (items moved to clean underneath) <input type="checkbox"/> Cabinet fronts cleaned (interiors upon request) <input type="checkbox"/> Sinks scrubbed and disinfected <input type="checkbox"/> Dishwasher emptied <input type="checkbox"/> Floor surfaces vacuumed and/or washed <input type="checkbox"/> Windowsills cleaned (window coverings dusted or vacuumed upon request) <input type="checkbox"/> Baseboards dusted - smudges removed from trim and switch plates <input type="checkbox"/> Trash and recycling removal <input type="checkbox"/> OTHER | <ul style="list-style-type: none"> <input type="checkbox"/> Tub and shower tiles scrubbed, disinfected and rinsed <input type="checkbox"/> Toilets disinfected inside and out <input type="checkbox"/> Chrome fixtures cleaned and shined <input type="checkbox"/> Towels neatly folded or replaced <input type="checkbox"/> Counter tops disinfected <input type="checkbox"/> Cabinet fronts cleaned <input type="checkbox"/> Sinks scrubbed and disinfected <input type="checkbox"/> Floor surfaces vacuumed and/or washed <input type="checkbox"/> Windowsills cleaned (window coverings dusted or vacuumed upon request) <input type="checkbox"/> Baseboards dusted - smudges removed from trim and switch plates <input type="checkbox"/> Mirrors cleaned <input type="checkbox"/> Trash removal <input type="checkbox"/> OTHER |
| Cleaning Bedrooms | Cleaning All Other Living Areas |
| <ul style="list-style-type: none"> <input type="checkbox"/> Beds made <input type="checkbox"/> Lamps, picture frames and collectibles cleaned and dusted <input type="checkbox"/> Furniture dusted - top, front and underneath <input type="checkbox"/> Floor surfaces vacuumed and/or washed <input type="checkbox"/> Windowsills cleaned (window coverings dusted or vacuumed upon request) <input type="checkbox"/> Baseboards dusted - smudges removed from trim and switch plates <input type="checkbox"/> Mirrors cleaned <input type="checkbox"/> Trash removal <input type="checkbox"/> OTHER | <ul style="list-style-type: none"> <input type="checkbox"/> Upholstered furniture vacuumed <input type="checkbox"/> Ceiling fans dusted (max 10') <input type="checkbox"/> Lamps, picture frames and collectibles cleaned and dusted <input type="checkbox"/> Furniture dusted - on top, on front and underneath <input type="checkbox"/> Hardwood floors vacuumed and/or washed <input type="checkbox"/> Tile floors and marble floors vacuumed and washed <input type="checkbox"/> Hallways and stairs vacuumed and/or washed <input type="checkbox"/> Carpets vacuumed <input type="checkbox"/> Baseboards dusted - smudges removed from trim and switch plates <input type="checkbox"/> General tidiness put to all rooms (i.e. cushions and pillows fluffed and straightened) <input type="checkbox"/> OTHER |



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| Cleaning Outdoor Living Areas | Limited Laundry |
| <input type="checkbox"/> All surfaces and furniture wiped down <input type="checkbox"/> Use of blower or shop vacuum if needed <input type="checkbox"/> OTHER | <input type="checkbox"/> Bedroom Linens <input type="checkbox"/> Bathroom and Kitchen Linens <input type="checkbox"/> Beach/Pool Linens |
| Maintenance Indoors | Maintenance Outdoors |
| <input type="checkbox"/> Check on HVAC filters - Replace if necessary <input type="checkbox"/> Troubleshooting wifi, security, and home automation systems <input type="checkbox"/> Clean out of vents - dryer, cold air return, heat <input type="checkbox"/> Check smoke detectors and carbon monoxide detectors <input type="checkbox"/> Level 1 pest mitigation (mouse, ant, bee/hornet, spider traps and repellent) <input type="checkbox"/> Replacement of light bulbs <input type="checkbox"/> Cleaning of appliance interiors <input type="checkbox"/> Fireplace - Cleaning of screens and removal of ashes from wood burning fireplace <input type="checkbox"/> OTHER | <input type="checkbox"/> Cleaning of decks and docks <input type="checkbox"/> Health check on irrigation systems <input type="checkbox"/> Cleaning of grill and any other outdoor kitchen appliances <input type="checkbox"/> Power washing on small or limited areas <input type="checkbox"/> Level 1 pest mitigation (mouse, ant, bee/hornet, spider traps and repellent) <input type="checkbox"/> Organization of garage, boathouse or outbuildings <input type="checkbox"/> Cleaning of firepit or outdoor fireplace <input type="checkbox"/> Garbage and recycle bin cleaning <input type="checkbox"/> Seaweed removal <input type="checkbox"/> OTHER |

Notes:

We're committed to keeping your home in perfect shape, so we also handle light maintenance and small repairs right alongside your cleaning. Our team will come prepared with the right tools for most everyday fixes. If something bigger comes up that needs a licensed plumber, electrician, or specialist, we'll introduce you to our hand-picked, trusted partners and make sure it's taken care of seamlessly.

We supply all necessary rags, sponges, brushes, buckets, and mops, but we avoid bringing vacuums into clients' homes to prevent potential contamination, such as from pet dander. In line with our commitment to being responsible stewards of the lake ecosystem, we prioritize natural cleaning products. Since cleaning products are a personal preference, we discuss and coordinate these choices with each client.

At Your Caretaker, we are fully committed to protecting your home. We follow manufacturer-recommended instructions and care guidelines for all surfaces, countertops, flooring, cabinets, and appliances at every visit.