



# cleaning checklist

## Office Cleaning

- ☐ Wipe counters & cabinet doors
- ☐ Dust
- ☐ Baseboards ( As Needed)
- ☐ Disinfect door knobs, light switches
- ☐ Wipe down desks ( if tidy)
- ☐ Dust & spot clean glass
- ☐ Empty & replace garbage
- ☐ Vacuum & Mop

## Restrooms

- ☐ Clean counters, sink & cabinets
- ☐ Clean Mirror & light bar
- ☐ Polish fixtures
- ☐ Clean toilet inside & out
- ☐ Dust Shelves
- ☐ Clean walls & baseboards / Backsplash
- ☐ Empty & replace garbage
- ☐ Wipe commonly touched surfaces

## Kitchen & Dining

- ☐ Wipe counters & cabinet doors
- ☐ Clean backsplash
- ☐ Shine appliances & sink
- ☐ Clean Stove top & Control Panels
- ☐ Clean microwave inside/out
- ☐ Dust on top of fridge & light fixtures
- ☐ Clean table & chairs
- ☐ Dust & spot clean glass
- ☐ Empty & replace garbage
- ☐ Vacuum & Mop

*thank-you*

**Notes:**

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**Clean performed by:**

*Hodder Sparkle & Shine*  
Professional Cleaning Services

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☆☆☆☆☆

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