



# MELIZA CLEANING SERVICES

## REGULAR CLEANING

### *Kitchen:*

- *De-cobweb and dust: Under tables, around pictures on walls, windowsills, and any other place that there may be spiderwebs and dust.*
- *Clean outside the refrigerator, including handles, ice/water dispenser and top.*
- *Wipe down all small appliances (toaster, blender, coffee maker, etc.).*
- *Dust the cabinets fronts and knobs, with special attention to the grime that collects on and around the cabinet handles and knobs.*
- *Clean the stove top and burners.*
- *Clean and polish the outside oven door and handle.*
- *Clean the inside and outside of the microwave.*
- *Empty the trash and wipe down the trash container. Replace liner.*
- *Wash/ put away dishes in sink,*
- *Clean and polish front of dishwasher.*
- *Sweep and mop the floor.*
- *Shake/ vacuum rug.*

### *Bathrooms:*

- *Clean toilet seat including all interior and exterior surfaces, base, and*

*floor/wall area.*

- *Polish all mirrors.*
- *Clean and polish sinks and sink fixtures.*
- *De-cobweb and dust: Run a duster, all the light fixtures, around pictures on walls, windowsills, and any other place that there may be spiderwebs and dust.*
- *Clean tub/shower, including all walls and shelves Polish tub/shower fixtures.*
- *Dust all cabinets and cabinet tops.*
- *Dust/clean and organize all jar tops, bottles, sprays, etc. on top of counters.*
- *Clean and mop/vacuum the floor.*
- *Spot clean doors and cabinet doors with special attention around the doorknobs*
- *Clean light switches*
- *Empty wastebasket and replace liner.*
- *Spot clean smudges from windows, Dust blinds*
- *Tidy up the room and carry dirty laundry to hamper or to laundry room.*

## **Bedrooms:**

- *De-cobweb and dust: Under counters and cabinets, around pictures on walls, windowsills, and any other place that there may be spiderwebs and dust.*
- *Vacuum under the bed.*
- *Polish all mirrors.*
- *Dust all furniture.*
- *Vacuum floor and rugs.*
- *Empty wastebasket and replace liner.*
- *Tidy up the room, make beds, and carry dirty laundry to hamper or to laundry room.*
- *Change the bed linens and make the bed.*
- *Dust/clean and organize all jar tops, bottles, sprays, etc. on top of counters.*

## *Stairways:*

- *Vacuum steps, using broom or crevice tool along all edges and corners.*
- *De-cobweb and dust: Down all corners of the stairway, all the light fixtures, ceiling fans, around pictures on walls, windowsills, and any other place that there may be spiderwebs and dust.*

## *Living Rooms/ Dining Rooms/ Study/ Other:*

- *De-cobweb and dust: Run a duster around all edges of the ceiling and down all corners of the room, under counters and cabinets, around pictures on walls, windowsills, and any other place that there may be spiderwebs and dust.*
- *Vacuum floor and rugs or mop floors and shake out rugs.*
- *Vacuum underneath edges of furniture as far as vacuum will reach.*
- *Move out chairs, couches, tables, and vacuum underneath.*
- *Dust TV and audio equipment.*
- *Straighten magazines, books, other items on end tables and coffee tables.*
- *Polish mirrors and glass.*
- *Vacuum couches and chairs.*
- *Remove all cushions from couches and chairs and vacuum underneath.*
- *Dust/polish telephone bases and handsets.*
- *Spot dust dried floral arrangements and other decorating accessories.*
- *Dust and polish all furniture.*
- *Dust and spot clean all dining room chairs, with special attention to armrests and top backs of chairs.*
- *Polish top of dining room table.*
- *Change water in flower vases/ throw away withered floral arrangements.*
- *Tidy room and put stray items away.*
- *Sweep and tidy front/back porch or outdoor entrance.*

## *Laundry and Utility Rooms:*

- *Dust and wipe clean the top and sides of washer and dryer.*
- *De-cobweb and dust: Run a duster around all edges, all corners of the room, around pictures on walls and any other place that there may be spiderwebs and dust.*
- *Sweep and mop the floor.*
- *Sweep or shake out rugs.*
- *Clean and polish utility sink and sink fixtures.*
- *Polish mirrors and glass.*