

# Grace Cleaning Services

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Address of cleaning service:

## CLEANING CHECK-LIST

Please check off each item below when completed. **LEAVE CHECK LIST ON KITCHEN COUNTER WHEN COMPLETE.**

### **BATHROOMS # \_\_\_\_\_ (Write number of bathrooms)**

- Dust for spider webs
- Dust/wipe down vents
- Vanity lights and frame dusted and cleaned (remove bulbs and wipe down) *\*make sure bulbs are cool when wipe down or they may burst\**
- Sink thoroughly cleaned, disinfected and rinsed
- Tub and/or shower tiles thoroughly cleaned, disinfected and rinsed
- Chrome fixtures cleaned and shined
- Soap dish cleaned
- Toilets cleaned and disinfected inside and out, **including base and behind**
- Vanity top cleaned
- Mirrors cleaned
- Clean interior window (wash-dry-windex)
- Windowsills dusted and wiped down (top, middle and bottom sills)
- Inside Window trap
- Baseboards dusted/wiped down
- Vacuum and/or sweep and mop floor
- Fingerprints removed from all woodwork, doorframes and switch plates
- Wipe/clean inside cabinets and draws

### **KITCHEN**

- Dust for spider webs
- Dust/wipe down vents
- Cabinet fronts dusted and wiped down (fingerprints, food splashes removed)
- Inside of cabinets and drawers dusted and cleaned
- Sinks scrubbed and disinfected (wipe dry upon completion)
- Wipe and clean countertops
- Wipe and clean backsplash
- Microwave cleaned inside and out
- Clean under hanging microwave
- Sweep behind stove (pull out then replace)
- Clean stove exterior
- Clean stove interior
- Clean bottom draw of stove
- Wipe down exterior of dishwasher
- Clean/wipe down interior of dishwasher
- Sweep behind refrigerator (pull out and replace)
- Wipe down exterior of refrigerator
- Wipe down/clean top of refrigerator
- Clean refrigerator interior
- Clean refrigerator vent (at bottom)
- Window blinds dusted (wipe down if needed for splashes/fingerprints etc.)
- Clean interior window (wash-dry-windex)
- Windowsills dusted and wiped down (top, middle and bottom sill)
- Inside Window trap
- Baseboards dusted/wiped down
- Vacuum and/or sweep and mop floor
- Fingerprints/marks removed from all woodwork, doorframes and switch plates
- Clean inside and outside kitchen patio door window(s)

### **BEDROOMS # \_\_\_\_\_ (Write number of bedrooms)**

- Dust for spider webs
- Dust/wipe down vents
- Dust/wipe down ceiling fan (if available)
- Dust light fixtures
- Window blinds dusted (wipe down if needed for splashes/fingerprints etc.)
- Clean interior windows (wash-dry-windex)
- Windowsills dusted and wiped down (top, middle and bottom)
- Inside Window trap
- Baseboards dusted/wiped down
- Vacuum and/or sweep and mop floor
- Fingerprints removed from all woodwork, doorframes and switch plates

## LAUNDRY ROOM

- Dust for spider webs
- Dust/wipe down vents
- Vacuum and/or sweep and mop floor
- Dust/wipe down top and inside washing machine (if available)
- Dust/wipe down top and inside dryer (if available)
- Wipe/clean inside cabinets, draws or shelves (if available)

## LIVING ROOM/DINING ROOM/DEN/OTHER LIVING SPACES

- Dust for spider webs
- Dust/wipe down vents
- Dust/wipe down ceiling fan (if available)
- Dust light fixtures
- Window blinds dusted (wipe down if needed for splashes/fingerprints etc.)
- Clean interior window (wash-dry-windex)
- Fingerprints removed from all woodwork, doorframes and switch plates
- Windowsills dusted and wiped down (top, middle and bottom)
- Inside Window trap
- Baseboards dusted/wiped down
- Vacuum and/or sweep and mop floor
- Dust/wipe down fireplace mantel piece (if available)
- Clean out ashes from inside fireplace (if available)
- Dust/wipe down fireplace exterior (if available)

## OTHER

- Dust/Wipe down stair rails
- Dust/Wipe down inside closet shelves
- Dust/Wipe down closet doors (hallway, bedroom etc.)
- Clean PATIO door window (interior and exterior)
- Clean patio door track

## GARAGE and/or UNFINISHED BASEMENT

- Dust for spider webs
- Sweep floor
- Clean windows

## FRONT/BACK DOOR

- Wipe down door inside and out
- Dust spider webs around door and side windows
- Clean windows (interior and exterior)
- Sweep in front door

### COMPLETION CHECK-LIST

- Close and lock all doors and windows
- Remove all trash bags from house
- Replace all items removed

### *Special Notes:*

- Dry wipe all surfaces after cleaning
- Double check each room

Comments:

***If there were any problem areas please note here.***