

Professional Cleaning Checklist

Company Name: _____ Date of Service: _____
Crew Leader: _____ Crew Members: _____

Reception area/Foyer: (Initials: _____)

- ☐ Wood floors dusted/mopped, carpets vacuumed
- ☐ Clean front entrance glass
- ☐ Cobwebs removed from baseboards/ceiling
- ☐ Furniture dusted (if applicable)
- ☐ Ledges / framed / picture frames
- ☐ _____

Lunch/ Kitchen Areas: (Initials: _____)

- ☐ Countertops cleaned
- ☐ Sinks cleaned and disinfected, chrome shined
- ☐ Refrigerator front/visible sides cleaned and shined
- ☐ Dishwasher wiped out, front cleaned and shined
- ☐ Microwave wiped inside and out, front cleaned and shined
- ☐ Floors vacuumed and mopped
- ☐ Cobwebs removed from baseboards, ceiling
- ☐ Cabinets (outside) cleaned, polished
- ☐ Kitchen furniture (tables, chairs, desk) wiped
- ☐ Doors and frames spot cleaned from fingerprints
- ☐ _____

Restrooms: (Initials: _____)

- ☐ Clean and sanitize restrooms using germicidal cleaners
- ☐ Vanity cleaned and disinfected
- ☐ Sinks cleaned and disinfected
- ☐ Clean and polish all mirrors and bright work
- ☐ Sweep and mop floors
- ☐ Clean and sanitize all toilets, urinals, wash basins, walls, and partitions
- ☐ Refill all paper, soap and sanitary napkin dispensers
- ☐ Empty all trash baskets and replace liners – place trash in designated areas
- ☐ _____

Comments: _____

Inner Office areas: (Initials: _____)

- ☐ Empty all trash baskets and replace liners – place trash in designated areas
- ☐ Spot clean walls and carpets
- ☐ Dry sweep and wet mop all floors
- ☐ Clean water fountains and/or coolers
- ☐ Clean interior wall glass excluding outer wall glass
- ☐ Dust ceiling air vent returns
- ☐ Disinfect all telephones
- ☐ Dust high and low all work stations (ceiling to baseboard)
- ☐ Clean all office equipment (copiers, fax machines, file cabinets, etc.)
- ☐ Dust all desks, lamps and lamp shades, chair rungs, well bases, low moldings, sills, picture frames and partition tops
- ☐ Dust all wall clocks
- ☐ Vacuum floors & crevices
- ☐ _____

Conference room: (Initials: _____)

- ☐ Clean & refill (if supplies provided) refreshment station
- ☐ Dust and polish all tables
- ☐ Disinfect all telephones
- ☐ Empty all trash baskets and replace liners – place trash in designated areas
- ☐ Sweep/wet mop all floors
- ☐ Dust and clean all lamps and shades (if applicable)
- ☐ Dust all chairs, chair rungs, well bases, low moldings, sills, picture frames
- ☐ _____

Warehouse/Production areas: (Initials: _____)

- ☐ Clean all countertops
- ☐ Clean and disinfect lunch/break areas (refer to lunch/kitchen section on left)
- ☐ Clean and disinfect all restrooms (refer to restroom section on left)
- ☐ Sweep all floors and mop floors (if applicable)
- ☐ Vacuum all carpeted areas
- ☐ Dust all furniture – chairs, chair rungs, desks, low moldings, sills, picture frames (if applicable)
- ☐ Empty all trash baskets and replace liners
- ☐ _____

Professional Cleaners Checklist

Hang Giftnote



Professional Cleaners Checklist:

Cleaning Routine for Maid King Kp Publishing, 2019-11-13 DAILY CLEANING CHECKLIST This cleaning planner contains sections Cleaning Weekly Home Chores If you have a busy schedule a daily cleaning routine is a secret weapon Just 15 minutes a day can keep your home clean and tidy without getting behind at work losing valuable time with your kids or spouse or having your weekend swallowed whole by built up cleaning chores no fun Think of this as preventative cleaning a small time commitment to help you go even longer between deep cleaning sessions The key here is to make this simple and easy we have compiled a quick to do list of those frequent cleaning tasks along with some clever hacks to save even more time

- 1 Kitchen Use a wet rag to wipe down problem spots on the floor that love to collect debris the toe kick underneath the cabinets or the dinner table Fold and hang dish towels Organize the fridge pantry and use this time to plan meals for the week Wipe down kitchen dining and food prep surfaces with an all purpose cleaner Load dishwasher Empty garbage Wipe down the microwave crumb tray of a toaster etc Rinse bottom of the sink run the disposal Toss expired food
- 2 Living Bedroom Areas Tidy up the living room fold blankets stack books and magazines Dust the entertainment center Straighten pillows blankets couch cushions etc Organize clutter sort mail and paperwork Do a load of laundry daily to prevent piles from building up Empty all the wastebaskets throughout the house Go throughout the house with a basket collecting items that don't belong and return them to the proper place Straighten up the mudroom and arrange boots and shoes
- 3 Bathrooms Clean the sink faucet and surfaces Give the toilet a quick scrub and wipe the exterior surfaces Clean the mirror Ring out washcloths and bath toys rinse tub Hang or fold towels
- 4 Misc Sweep or vacuum the floors throughout the house Mop the floors throughout the house Wipe down cell phones Tidy up the garage the front porch or pick up toys in the yard Clean litter boxes pet areas Wipe down gym equipment

Product Details It's a perfect gift for family and friends 110 pages of Cleaning Planner 6 inches By 9 Inches Glossy Cover Paperback Cover

Cleaning Routine for Maid Sophia Kingcarter, 2019-11-13 DAILY CLEANING CHECKLIST This cleaning planner contains sections Cleaning Weekly Home Chores If you have a busy schedule a daily cleaning routine is a secret weapon Just 15 minutes a day can keep your home clean and tidy without getting behind at work losing valuable time with your kids or spouse or having your weekend swallowed whole by built up cleaning chores no fun Think of this as preventative cleaning a small time commitment to help you go even longer between deep cleaning sessions The key here is to make this simple and easy we have compiled a quick to do list of those frequent cleaning tasks along with some clever hacks to save even more time

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House Clean Checklist Maureen Grey,2021-04 If you re a person who is struggling with cleaning clutter or home organization then this House Cleaning Checklist is going to help you out This House Cleaning Checklist offers you a handy cleaning checklist for you to use when cleaning your whole home With daily weekly and monthly tasks you will be sure not to miss a thing This house cleaning planner has built in blank spaces for you at add any other tasks that you find necessary in your own home An extra page is also given for youy to write down any other notes that you may want to write down You will find checklists for the following rooms in your home kitchen living room bathroom bedroom garage and yard There are many suggestions for cleaning that you may not have thought of but that should be done periodically Keep your house tidy and clean while remaining the stress of figuring out what needs doing with this house cleaning planner Perfect for busy moms friends and relatives who want to be organized in their homes Features Beautifully Designed Premium Cover Convenient 8 5x11 Size Ideal Size to Take Down Notes for Your Cleaning Schedule 107 Pages To see more planners journals and notebooks like this click on the author s name below the title of this book

Home Cleaning Schedule Sara Blank Book,2018-04-06 Home cleaning schedule and home organizer planner is designed to guide you in a deep clean as well as assist with your regular housekeeping routine This book has a great system in place this simple format is perfect to get your home and cleaning in organized and simplified Detail Tips Everyday a little something cleaning routine check floors wipe counter clutter and laundry Quick clean checklist Supply list and Get start checklist of Whole house Living paces Kitchen Kitchen Appliances Bathrooms Bedrooms Rotating cleaning checklist for 12 months Laundry cheat sheet The cleaning checklist Monthly tasks 53 weekly cleaning checklist Daily tasks Daily checklist note and Room by Room plan 6 Blank notes for writing everything such as appointment chore etc Size 6x9 Inch

House Cleaning Log Book Teresa Rother,2021-01-21 This House Cleaning Log Book is the perfect notebook for scheduling organizing and planning your household chores This tracker will help you record daily weekly and monthly cleaning tasks Use the room cleaning checklist for various activities mopping dusting organizing etc Plenty of space to add extra rooms and chores The ultimate logbook for effectively cleaning households big and small Features Checklist for each room kitchen bathroom living room dining room garage and yard use the list to track each cleaning task Daily Weekly and Monthly view the task or create your own task and fill out the information Room Checklist fill out pages for bedrooms and extra rooms Details Size 8 5 x 11 Pages 120 Paperback Matte finish Makes a great gift for housekeepers new homeowners and caretakers Order today and start managing your cleaning tasks

House Cleaning Log Book: House Keeping Cleaning List Schedule, Weekly and Daily Cleaning Planner Checklist Miss Audrey,2019-03-27 Cleaning Planner Cleaning List Schedule House Cleaning Log Book This Cleaning

Planner offers you writing your cleaning checklist on weekly and daily basis You can schedule tasks and things to take care your home office and everywhere you want Get start tidy your home with stress free Cleaning Schedule features organize and plan your housekeeping and cleaning tasks track and recheck with your own checklist size 6 by 9 inches 115 pages glossy cover paperback made in USA Buy it Now [Cleaning Checklist](#) Help to cleaning your house Edition,2019-12-31 This cleaning checklist will allow you to record and track your activities about cleaning of your house by bringing many details on these This cleaning checklistis composed of 120 pages to write down everything about cleaning of your house Covered with a high quality cleaning themed blanket The pages are cream colors for more originality [House Cleaning Checklist](#) Hang Giftnote,2018-06-25 Keep the house tidy and clean while remaining stress free using this planner This book is designed to guide you in a deep clean as well as assist with your regular housekeeping routine These cleaning schedule offer you a handy cleaning checklist for writing down your weekly cleaning chores including daily tasks and things to be taken care of in the home on a weekly basis Tips Everyday a little something cleaning routine check floors wipe counter clutter and laundry Quick clean checklist Supply list and Get start checklist of Whole house Living paces Kitchen Kitchen Appliances Bathrooms Bedrooms Rotating cleaning checklist The cleaning checklist Premium matte cover design Light weight Easy to carry around Made in the USA **Professional Management of Housekeeping Operations** Thomas J. A. Jones,2007-10-26 Now in its fifth edition Professional Management of Housekeeping Operations is the essential practical introduction to the field a complete course ranging from key principles of management to budgeting from staff scheduling to cleaning With expanded attention to leadership and training budgeting and cost control and the increasingly vital responsibility for environmentally safe cleaning the latest edition of this industry standard also includes new case studies that help readers grasp concepts in a real world setting Instructor s Manual Test Bank in both Word and Respondus formats Photographs from the text and PowerPoint Slides are available for download at www.wiley.com/college [My Cleaning Checklist](#) Help to cleaning your house Edition,2019-12-31 This cleaning checklist will allow you to record and track your activities about cleaning of your house by bringing many details on these This cleaning checklistis composed of 120 pages to write down everything about cleaning of your house Covered with a high quality cleaning themed blanket The pages are cream colors for more originality

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specifications White paper 120 Pages Glossy paperback cover Size at 8 5 x 11 in 21 59 x 27 94 cm [Clean Home Checklist](#)
Maureen Grey,2021-04 If you re a person who is struggling with cleaning clutter or home organization then this House
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when cleaning your whole home With daily weekly and monthly tasks you will be sure not to miss a thing This house cleaning
planner has built in blank spaces for you at add any other tasks that you find necessary in your own home An extra page is
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rooms in your home kitchen living room bathroom bedroom garage and yard There are many suggestions for cleaning that
you may not have thought of but that should be done periodically Keep your house tidy and clean while remaining the stress
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Planners,2018-06-25 Home cleaning schedule and home organizer planner is designed to guide you in a deep clean as well as assist with your regular housekeeping routine This book has a great system in place this simple format is perfect to get your home and cleaning in organized and simplified Detail Quick clean checklist Supply list and Get start checklist of Whole house Living spaces Kitchen Kitchen Appliances Bathrooms Bedrooms Rotating cleaning checklist The cleaning checklist Monthly tasks 120 Pages Premium matte cover design Printed on high quality interior stock Perfectly Large Print Size 8 5 x 11 22cm x 28cm pages Light weight Easy to carry around Made in the USA **Every Landlord's Guide to Managing Property**

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Cleaning Checklist Journal Maureen Grey, 2021-04 If you re a person who is struggling with cleaning clutter or home organization then this House Cleaning Checklist is going to help you out This House Cleaning Checklist offers you a handy cleaning checklist for you to use when cleaning your whole home With daily weekly and monthly tasks you will be sure not to miss a thing This house cleaning planner has built in blank spaces for you to add any other tasks that you find necessary in your own home An extra page is also given for you to write down any other notes that you may want to write down You will find checklists for the following rooms in your home kitchen living room bathroom bedroom garage and yard There are many suggestions for cleaning that you may not have thought of but that should be done periodically Keep your house tidy and clean while remaining the stress of figuring out what needs doing with this house cleaning planner Perfect for busy moms friends and relatives who want to be organized in their homes Features Beautifully Designed Premium Cover Convenient 8 5x11 Size Ideal Size to Take Down Notes for Your Cleaning Schedule 107 Pages To see more planners journals and notebooks like this click on the author s name below the title of this book

This book delves into Professional Cleaners Checklist. Professional Cleaners Checklist is a crucial topic that needs to be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Professional Cleaners Checklist, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Professional Cleaners Checklist
 - Chapter 2: Essential Elements of Professional Cleaners Checklist
 - Chapter 3: Professional Cleaners Checklist in Everyday Life
 - Chapter 4: Professional Cleaners Checklist in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, the author will provide an overview of Professional Cleaners Checklist. The first chapter will explore what Professional Cleaners Checklist is, why Professional Cleaners Checklist is vital, and how to effectively learn about Professional Cleaners Checklist.
 3. In chapter 2, this book will delve into the foundational concepts of Professional Cleaners Checklist. This chapter will elucidate the essential principles that must be understood to grasp Professional Cleaners Checklist in its entirety.
 4. In chapter 3, this book will examine the practical applications of Professional Cleaners Checklist in daily life. The third chapter will showcase real-world examples of how Professional Cleaners Checklist can be effectively utilized in everyday scenarios.
 5. In chapter 4, the author will scrutinize the relevance of Professional Cleaners Checklist in specific contexts. The fourth chapter will explore how Professional Cleaners Checklist is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, this book will draw a conclusion about Professional Cleaners Checklist. The final chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Professional Cleaners Checklist.

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