

# PROFESSIONAL RESIDENTIAL CLEANING CHECKLIST

Customer name: \_\_\_\_\_

Crew leader: \_\_\_\_\_

Date of service: \_\_\_\_\_

Crew members: \_\_\_\_\_

## LIVING AREAS (\_\_\_\_\_)

- ☐ Dust & polish furniture
- ☐ Vacuum furniture
- ☐ Dust surfaces, shelves, picture frames etc.
- ☐ Vacuum & mop floors
- ☐ Dust ceiling fans, light fixtures & plants
- ☐ Dust blinds, windowsills, & switchplates
- ☐ Dust lamps and lampshades
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## BEDROOMS (\_\_\_\_\_)

- ☐ Vacuum floors, mop hardwood floors
- ☐ Dust ceiling fans, light fixtures
- ☐ Dust blinds, windowsills, and switchplates
- ☐ Dust surfaces, shelves, picture frames etc.
- ☐ Clean & shine mirrors
- ☐ Dust & polish furniture
- ☐ Dust lamps & lampshades
- ☐ Change sheets if clean sheets provided
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## OFFICE, HALLS, STAIRS, LAUNDRY (\_\_\_\_\_)

- ☐ Wipe off washer & dryer
- ☐ Dust ceiling fans, light fixtures
- ☐ Vacuum stairs
- ☐ Dust surfaces, shelves etc.
- ☐ Vacuum floors, mop hardwood floors
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## KITCHEN & DINING AREAS (\_\_\_\_\_)

- ☐ Clean & disinfect sink
- ☐ Clean stove/cooktop
- ☐ Clean hood
- ☐ Clean small appliances
- ☐ Clean & disinfect kitchen table and chairs
- ☐ Clean & disinfect countertops
- ☐ Clean microwave inside and out
- ☐ Clean cabinets, door panels, etc.
- ☐ Vacuum & mop floors
- ☐ Dust blinds, windowsills, and switchplates
- ☐ Dust surfaces, picture frames etc.
- ☐ Clean and shine outside of refrigerator
- ☐ Clean & disinfect outside of dishwasher
- ☐ Empty trash
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## BATHROOMS (\_\_\_\_\_)

- ☐ Vacuum & disinfect floors
- ☐ Vacuum mats
- ☐ Clean & shine sink
- ☐ Clean & disinfect countertops and doors
- ☐ Dust surfaces, shelves etc.
- ☐ Clean & shine mirrors
- ☐ Clean & shine showers and tubs
- ☐ Clean & disinfect toilets inside and out
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## OTHER SERVICES (\_\_\_\_\_)

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

# Professional Cleaning Checklist

**JA Banks**



## **Professional Cleaning Checklist:**

**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

- 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

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**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

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