

# 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 / frames/ 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: \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

## 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

**Maureen Grey**



## **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

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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](http://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

**Cleaning Routine Planner** Character Designs,2019-04-22 Housekeeping Checklist Notebook for Cleaning and Organizing Your House Cleaning Routine Cleaning Checklist for Keep The House Tidy and Clean Housekeeping Daily Cleaning Weekly Cleaning Monthly Cleaning Yearly Annually Cleaning and Bi Annually Cleaning All this options are available inside the notebook 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 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 House Cleaning Checklist Household Planner Daily Routine Planner Cleaning and Organizing Your House includes this

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 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 [Essential Cleaning Handbook](#) asima ,2025-01-06 Essential Cleaning Handbook The Complete Guide for Professional Cleaning Companies and Property Owners Unlock the secrets to exceptional cleaning services with the Essential Cleaning Handbook This comprehensive guide is meticulously crafted for professional cleaning companies and property owners providing you with the tools and knowledge needed to elevate your cleaning standards and enhance your operational efficiency Why This Book is a Must Have Comprehensive Coverage Dive deep into the intricacies of both commercial and residential cleaning understanding the unique requirements and best practices for each type of property Practical Insights Gain valuable insights into different cleaning areas from common spaces and work areas to high risk zones Learn how to tailor your cleaning strategies to specific environments Diverse Services Explore a wide range of cleaning services including daily deep post construction and specialized cleaning Enhance your service offerings to meet diverse client needs Expert Guidance Understand various contaminants and how to effectively remove them Manage your inventory and equipment with precision ensuring optimal performance and cost efficiency Professional Development Discover the roles and responsibilities of cleaning staff and learn advanced management techniques to build a motivated and skilled team Safety and Quality Prioritize safety with comprehensive measures and robust risk management practices Maintain high standards with practical quality control checklists Cutting Edge Automation Embrace modern technologies and automation systems to streamline your operations reduce costs and improve service quality Business Optimization Optimize your business processes with detailed descriptions and proven strategies Integrate essential software tools to support growth and efficiency Industry Connections Connect with key professional associations and organizations gaining access to exclusive resources networking opportunities and continued education Whether you are a seasoned professional or just starting out in the cleaning industry this book is your ultimate resource for achieving excellence With detailed instructions practical

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**Professionals: How to Make Extra Income on the Side** Ahmed Musa ,2024-12-19 In a fast paced world where busy



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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 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

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