

Client: _____ Address: _____ Date: _____ Cleaner: _____

☐ Standard ☐ Deep ☐ Move In/Out

Note: If it's been over 30 days since the client's last professional clean, this job requires a **Deep Clean** — not Standard.

KITCHEN				BEDROOMS			
TASK	S	D	M	TASK	S	D	M
☐ Remove cobwebs	✓	✓	✓	☐ Remove cobwebs	✓	✓	✓
☐ Dust light fixtures	✓	✓	✓	☐ Dust light fixtures	✓	✓	✓
☐ Dust blinds, windowsills & frames	✓	✓	✓	☐ Dust blinds, windowsills & frames	✓	✓	✓
☐ Dust ceiling fans	✓	✓	✓	☐ Dust & tidy knick-knacks & personal items	✓	✓	N/A
☐ Gather dishes & load dishwasher	✓	✓	N/A	☐ Dust ceiling fans	✓	✓	✓
☐ Clean & dry sink and counters	✓	✓	✓	☐ Dust furniture, lamps & lampshades	✓	✓	✓
☐ Clean countertops & backsplash	✓	✓	✓	☐ Tidy area, fold blankets & arrange pillows	✓	✓	✓
☐ Clean microwave inside & outside	✓	✓	✓	☐ Clean mirrors	✓	✓	✓
☐ Clean stove burners, stovetop & panels	✓	✓	✓	☐ Clean light switches & doorknobs	✓	✓	✓
☐ Clean appliance exteriors	✓	✓	✓	☐ Make bed(s)	✓	✓	N/A
☐ Clean small appliances (toaster, Keurig, etc.)	✓	✓	✓	☐ Vacuum / sweep / mop floors	✓	✓	✓
☐ Clean table & chairs	✓	✓	N/A	☐ Empty garbage & replace bag	✓	✓	✓
☐ Clean light switches & doorknobs	✓	✓	✓	☐ Clean doors & frames	—	✓	✓
☐ Wipe down & disinfect cabinets	✓	✓	✓	☐ Detail clean light fixtures	—	✓	✓
☐ Trash can emptied & wiped down	✓	✓	✓	☐ Detail clean window ledges & frames	—	✓	✓
☐ Vacuum / sweep / mop floors	✓	✓	✓	☐ Wet wipe baseboards	—	✓	✓
☐ Clean doors & frames	—	✓	✓	☐ Vacuum furniture	—	✓	N/A
☐ Detail clean light fixtures	—	✓	✓	☐ Wipe down furniture	—	✓	N/A
☐ Detail clean window ledges & frames	—	✓	✓	☐ Clean inside cabinets & drawers	—	—	✓
☐ Wet wipe baseboards	—	✓	✓	COMMON AREAS			
☐ Clean inside cabinets, pantry & drawers	—	—	✓	TASK	S	D	M
☐ Clean inside oven	—	—	✓	☐ Remove cobwebs	✓	✓	✓
☐ Clean inside refrigerator	—	—	✓	☐ Dust light fixtures	✓	✓	✓
BATHROOMS				☐ Dust blinds, windowsills & frames	✓	✓	✓
TASK	S	D	M	☐ Dust & tidy knick-knacks & personal items	✓	✓	N/A
☐ Remove cobwebs	✓	✓	✓	☐ Dust ceiling fans	✓	✓	✓
☐ Dust light fixtures	✓	✓	✓	☐ Dust furniture, lamps & lampshades	✓	✓	✓
☐ Dust blinds, windowsills & frames	✓	✓	✓	☐ Tidy area, fold blankets & arrange pillows	✓	✓	✓
☐ Dust & tidy knick-knacks & hand towels	✓	✓	✓	☐ Clean mirrors	✓	✓	✓
☐ Clean shower / tub	✓	✓	✓	☐ Clean light switches & doorknobs	✓	✓	✓
☐ Clean & dry sink and counters	✓	✓	✓	☐ Vacuum / sweep / mop floors	✓	✓	✓
☐ Clean & buff mirrors and glass	✓	✓	✓	☐ Empty garbage & replace bag	✓	✓	✓
☐ Polish towel racks & toilet paper holder	✓	✓	✓	☐ Clean doors & frames	—	✓	✓
☐ Clean toilet inside, outside & surround	✓	✓	✓	☐ Detail clean light fixtures	—	✓	✓
☐ Clean light switches & doorknobs	✓	✓	✓	☐ Wet wipe baseboards	—	✓	✓
☐ Wipe down & disinfect cabinets	✓	✓	✓	☐ Detail clean window ledges & frames	—	✓	✓
☐ Vacuum / sweep / mop floors	✓	✓	✓	☐ Vacuum furniture	—	✓	N/A
☐ Empty garbage & replace bag	✓	✓	✓	☐ Wipe down furniture	—	✓	N/A
☐ Clean doors & frames	—	✓	✓	☐ Clean inside cabinets & drawers	—	—	✓
☐ Detail clean light fixtures	—	✓	✓	☐ Sweep out garage	—	—	✓
☐ Detail clean window ledges & frames	—	✓	✓	Our deep and moving cleans include up to 10 interior windows.			
☐ Clean ceiling fans / vents	—	✓	✓				
☐ Clean inside cabinets & drawers	—	—	✓				