Sunset Shine Home Cleaning

CLEANING CHECKLIST

S = STANDARD | D = DEEP | M = MOVE IN/OUT

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

☐ Standard ☐ Deep ☐ Move In/Out

Tasks marked **(no ladder)** cover only what can be reached safely from the floor.

KITCHEN

TASK	S	D	M
☐ Remove cobwebs	✓	✓	✓
☐ Dust light fixtures (no ladder)	✓	✓	✓
☐ Dust windowsills & window frames	✓	✓	✓
☐ Dust ceiling fans (no ladder)	✓	✓	✓
☐ Gather dishes & load dishwasher	✓	✓	N/A
☐ Clean & dry sink	✓	✓	✓
☐ Clean countertops & backsplash	✓	✓	✓
☐ Clean microwave inside & outside	✓	✓	✓
☐ Clean stove burners, stovetop & panels	✓	✓	✓
☐ Clean appliance exteriors	✓	✓	✓
☐ Clean small appliances (toaster, Keurig, etc.)	✓	✓	N/A
☐ Clean table & chairs	✓	✓	N/A
☐ Clean light switches & doorknobs	✓	✓	✓
☐ Wipe down & disinfect cabinet exteriors	✓	✓	✓
☐ Trash can emptied & wiped down	✓	✓	✓
☐ Vacuum / sweep / mop floors	✓	✓	✓
☐ Clean doors & frames	—	✓	✓
☐ Detail clean light fixtures (no ladder)	—	✓	✓
☐ Wet wipe windowsills & window frames	—	✓	✓
☐ Wet wipe baseboards	—	✓	✓
☐ Clean inside cabinets, pantry & drawers	—	—	✓
☐ Clean inside oven	—	—	✓
☐ Clean inside refrigerator	—	—	✓

BATHROOMS

TASK	S	D	M
☐ Remove cobwebs	✓	✓	✓
☐ Dust light fixtures (no ladder)	✓	✓	✓
☐ Dust windowsills & window frames	✓	✓	✓
☐ Dust & tidy knick-knacks & hand towels	✓	✓	N/A
☐ Clean shower / tub	✓	✓	✓
☐ Clean & dry sink and counters	✓	✓	✓
☐ Clean & buff mirrors and glass	✓	✓	✓
☐ Polish towel racks & toilet paper holder	✓	✓	✓
☐ Clean toilet inside, outside & surround	✓	✓	✓
☐ Clean light switches & doorknobs	✓	✓	✓
☐ Wipe down & disinfect cabinet exteriors	✓	✓	✓
☐ Vacuum / sweep / mop floors	✓	✓	✓
☐ Empty garbage & replace bag	✓	✓	✓
☐ Clean doors & frames	—	✓	✓
☐ Detail clean light fixtures (no ladder)	—	✓	✓
☐ Wet wipe windowsills & window frames	—	✓	✓
☐ Wet wipe baseboards	—	✓	✓
☐ Clean inside cabinets & drawers	—	—	✓

BEDROOMS

TASK	S	D	M
☐ Remove cobwebs	✓	✓	✓
☐ Dust light fixtures (no ladder)	✓	✓	✓
☐ Dust windowsills & window frames	✓	✓	✓
☐ Dust & tidy knick-knacks & personal items	✓	✓	N/A
☐ Dust ceiling fans (no ladder)	✓	✓	✓
☐ Dust furniture, lamps & lampshades	✓	✓	N/A
☐ Tidy area, fold blankets & arrange pillows	✓	✓	N/A
☐ Clean mirrors	✓	✓	✓
☐ Clean light switches & doorknobs	✓	✓	✓
☐ Make bed(s)	✓	✓	N/A
☐ Vacuum / sweep / mop floors	✓	✓	✓
☐ Empty garbage & replace bag	✓	✓	✓
☐ Clean doors & frames	—	✓	✓
☐ Detail clean light fixtures (no ladder)	—	✓	✓
☐ Wet wipe windowsills & window frames	—	✓	✓
☐ Wet wipe baseboards	—	✓	✓
☐ Vacuum furniture	—	✓	N/A
☐ Wipe down furniture	—	✓	N/A
☐ Clean inside cabinets & drawers	—	—	✓

COMMON AREAS

TASK	S	D	M
☐ Remove cobwebs	✓	✓	✓
☐ Dust light fixtures (no ladder)	✓	✓	✓
☐ Dust windowsills & window frames	✓	✓	✓
☐ Dust & tidy knick-knacks & personal items	✓	✓	N/A
☐ Dust ceiling fans (no ladder)	✓	✓	✓
☐ Dust furniture, lamps & lampshades	✓	✓	N/A
☐ Tidy area, fold blankets & arrange pillows	✓	✓	N/A
☐ Clean mirrors	✓	✓	✓
☐ Clean light switches & doorknobs	✓	✓	✓
☐ Vacuum / sweep / mop floors	✓	✓	✓
☐ Empty garbage & replace bag	✓	✓	✓
☐ Clean doors & frames	—	✓	✓
☐ Detail clean light fixtures (no ladder)	—	✓	✓
☐ Wet wipe windowsills & window frames	—	✓	✓
☐ Wet wipe baseboards	—	✓	✓
☐ Vacuum furniture	—	✓	N/A
☐ Wipe down furniture	—	✓	N/A
☐ Clean inside cabinets & drawers	—	—	✓
☐ Sweep out garage	—	—	✓

NOTES