

Cleaning Checklist

Cleaner:-----

Total Time:-----

(Unchecked items may not had time left for cleaning)

Done:

Please do:

Front/Back/Side Entrance Way

- Dust/Tidy all surfaces, shelves, ledges _____
- Straighten shoes, jackets, mats/rugs _____
- Dust top of doors, top of doorframes, door ledges _____
- Windows, inside/outside window ledges, top of window frames, screen doors, glass _____
- Vacuum/Sweep _____
- Mop _____
- Clean inside closets _____
- Other: (marks on walls, cobwebs, baseboards) _____

Living Room/Dining Room

- Dust/Tidy all surfaces, ornaments, shelves, ledges, tables, lamps, lampshades, _____
- chairs, desks, pictures etc. _____
- Mirrors, glass, pictures, tv/computer screens _____
- Dust top of doors, top of doorframes, door ledges _____
- Windows, inside/outside window ledges, top of window frames _____
- Vacuum/Sweep floor, carpets, chairs, sofas (and under) _____
- Straighten rugs/mats/pillows _____
- Mop floor _____
- Other: (marks on walls, cobwebs, baseboards) _____
- Other: _____

Stairwell

- Dust all surfaces, dust between banisters, shelves, ledges _____
- Windows, inside/outside window ledges, top of window frames, glass _____
- Vacuum/Sweep _____
- Mop _____
- Other: (marks on walls, cobwebs, baseboards) _____

Kitchen

- Dust/Clean/Tidy all surfaces: sinks, faucet/taps, countertops, tile/wall backsplash, _____
- tables, chairs, outside cabinets, drawers, shelves, ledges, appliances, toaster, kettle, _____
- coffee maker, pictures, garbage bins _____
- Clean stovetop, outside of stove, outside of fridge, outside/inside microwave _____
- Put away dishes/ Clean dishes/ Un/Load Dishwasher _____
- Clean inside oven/ Clean inside fridge/ Clean inside dishwasher/Clean behind appliances _____
- Change garbage _____
- Dust top of doors, top of doorframes, door ledges _____
- Windows, inside/outside window ledges, window frames _____
- Vacuum/Sweep _____
- Mop _____
- Other: (marks on walls, cobwebs, baseboards) _____
- Clean inside cabinets _____
- Other: _____

Laundry Room

- Clean (wipe-down) outside of washer and dryer _____
- Dust surfaces _____
- Vacuum/Sweep _____
- Mop _____
- Dust top of doors, top of doorframes, door ledges _____
- Other: (marks on walls, cobwebs, baseboards) _____

Hallways

- Dust any surfaces, shelves, ledges, pictures _____
- Windows, inside/outside window ledges, top of window frames _____
- Vacuum/Sweep _____
- Mop _____
- Other: (marks on walls, cobwebs, baseboards) _____

Bedroom (1) Main

- Dust/ Clean/Tidy all surfaces, countertops, tables, lamps, shelves, ornaments, _____
- mirrors, glass, pictures, phone _____
- Change/ make bedding _____
- Change garbage _____
- Dust top of doors, top of doorframes, door ledges _____
- Windows, inside/outside window ledges, top of window frames _____
- Vacuum/Sweep (under bed, furniture, closets) _____
- Mop _____
- Other: (marks on walls, cobwebs, baseboards) _____
- Other: (Clean inside closet) _____

Bedroom (2) Child/Nursery

- Dust/ Clean/Tidy all surfaces, countertops, tables, lamps, shelves, ornaments, mirrors, glass, pictures, toys
- Change/make bedding
- Change garbage
- Dust top of doors, top of doorframes, door ledges
- Windows, inside/outside window ledges, top of window frames
- Vacuum/Sweep (under bed, furniture, closets)
- Mop
- Other: (marks on walls, cobwebs, baseboards)
- Other:(Clean inside closet)

Bedroom (3) Other

- Dust/ Clean/Tidy all surfaces, countertops, tables, lamps, shelves, ornaments mirrors, glass, pictures, phone
- Change/make bedding
- Change garbage
- Dust top of doors, top of doorframes, door ledges
- Windows, inside/outside window ledges, window frames
- Vacuum/Sweep (under bed, furniture, closets)
- Mop
- Other: (marks on walls, cobwebs, baseboards)
- Other: (Clean inside closet)

Office Room/Other

- Dust/ Clean/Tidy all surfaces, desk, lamps, shelves, ornaments, books mirrors, glass, pictures, computer/computer screen, printer, fax machine, phone
- Change garbage
- Dust top of doors, door frames, door ledges
- Windows, inside/outside window ledges, top of window frames
- Vacuum/Sweep (under furniture, closets)
- Mop
- Other: (marks on walls, cobwebs, baseboards)
- Other: (Clean inside closet)

Bathrooms

- Clean/Tidy all surfaces: sink, faucet/taps, countertops, cupboard, drawers, shelves, ledges, ornaments, pictures, mirrors
- Clean bathtub/hot tub, shower, toilet
- Clean tiles in shower/tub stall
- Clean tiles around bathroom walls
- Change garbage
- Dust top of doors, top of doorframes, door ledges
- Windows, inside/outside window ledges, top of window frames
- Vacuum/Sweep floor and rugs/mats, closets
- Mop
- Other: (marks on walls, cobwebs, baseboards)
- Other:
- Clean inside cabinets/under sink/inside drawers

Laundry

- Sheets
- Pillowcases
- Towels
- Blankets
- Clothing

Ironing

- Clothing
- Other:

Other / Miscellaneous / Basement

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Suggested cleaning tasks for future visits / estimated time

- 1.
- 2.
- 3.
- 4.
- 5.

