House Cleaning Checklist



Date _____

Check the Items Below that You Would Like Your Housekeeper to Complete This Visit

BASIC MAID SERVICE	To Do	Done
All flooring is swept, mopped or vacuumed		
All window sills and window ledges are wiped down		
All furniture is dusted and cleaned		
All rooms are tidied up		
All your linens are changed and beds are made. Please don't forget to put out fresh linens!		
All toilets, sinks, counters, tubs and showers are thoroughly wiped down, cleaned and disinfected		
All knick-knacks, mirrors, fixtures and chrome are dusted, cleaned and shined		
All appliance and kitchen surfaces are wiped down, cleaned and sanitized		
All wastebaskets are emptied and wastebasket liners are replaced		
Dishwasher emptied and/or loaded		
MAKE-READY MAID SERVICE	To Do	Done
All flooring is swept, mopped or vacuumed		
All window sills and window ledges are wiped down		
All ceiling fans are dusted		
All baseboards are washed and dried		
All toilets, sinks, counters, tubs and showers are thoroughly wiped down, cleaned and disinfected		
All mirrors, fixtures and chrome are cleaned and shined		
Refrigerator cleaned inside and out		
Range or stovetop cleaned		
Oven cleaned inside and out		
Microsoft cleaned inside and out		
Pantry and cabinetry dusted and cleaned		
All trash is disposed of, fresh trash bags put in place		

Quality Without Compromise Since 1987

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ADDITIONAL SERVICES	To Do	Done
Clean and defrost freezer		
Clean under the stove top (area beneath drip pans)		
Clean exhaust fan/hood		
Polish wooden kitchen cabinets		
Clean inside empty kitchen cabinets and drawers		
Remove all items from kitchen cabinets, clean inside and replace all items		
Clean area above kitchen cabinets and decorator items displayed there		
Polish wooden bathroom cabinets		
Clean inside empty bathroom cabinets and drawers		
Remove all items from bathroom cabinets, clean inside and replace all items		
Clean area above bathroom cabinets and decorator items displayed there		
Wash all wastebaskets		
Spot clean walls for animal marks, hand prints		
Clean doorframes and windowsills		
Clean blinds, both sides		
Vacuum curtains		
Clean interior windows		
Clean window tracks and frames		
Clean interior and exterior French doors		
Clean interior and exterior sliding glass doors		
Remove cobwebs from ceilings and walls		
Remove cobwebs from light fixtures		
Clean out fireplace (Must not have been in use for at least 3 days)		
Clean under beds		
Vacuum upholstered furniture		
Move furniture to clean underneath and behind		
Dust air vents		
Broom sweep garage		
Broom sweep porches		
Remove books from bookshelves and clean shelves		
Remove CD's, DVD's, video tapes from shelves to clean		
Roll up area rugs to clean beneath		