

<u>Kitchen/Dining Room</u>		<u>Cleaning Suggestions</u>
Sink/faucet clean?		metal should be shiny, get around the base of the faucet
Cabinets/drawers wiped out? (inside and out)		wipe down the insides/outside of the doors, no spills/splashes, insides no crumbs on shelves
Countertops wiped down?		this includes the wall above the counter & stove, the backsplash
Under the sink?		take everything out, wipe it out
Microwave clean?		inside and out, inside top gets missed a lot, pull out the tray and wash it
Stovetop and drip pans clean?		pull the drip pans and wash inside the top, oven cleaner works good for getting the grease
Oven clean?		take the filter out and spray w/oven cleaner, rinse w/hot water, do not spray the oven hood with oven cleaner- it will eat the paint off
Broiler/Bottom drawer pan clean?		use oven cleaner, get all food, spills
Refrigerator clean and defrosted?		wipe out
Dishwasher clean?		inside & out, inside sides, under the bottom drawer too
Floor clean (mopped/vacuumed)?		check for food or utensils on the bottom
Windows/patio doors		in the corners too
Pantry closet/cabinet		wash windows inside only, patio doors inside & out
<u>Baths:</u>		
Sink/faucet and countertop clean?		around the faucet too
Bathtub/Shower?		all soap scum scrubbed out, surfaces smooth, curtain/hooks removed
Toilet clean?		inside and out, toilet seat, around base, up under the rim is missed a lot
Mirror and cabinet and/or linen closet clean?		streak free, inside shelves and walls
Floor clean and mopped?		in the corners too
Under sink clean?		wipe it out, wipe off the doors too
Windows		wash windows inside only
<u>Living Room/Hall/Family Room:</u>		
Floor and baseboards vacuumed?		wipe off the baseboards, use vacuum edger around the edges of carpet, move the furniture
Closet		dust the shelf, vacuum/sweep the floor, edges too
Windows and patio doors clean?		windows, inside only, patio doors inside and out. Streak free. Vacuum out tracks, wipe off window sills

Fireplace cleaned out			all soot, old logs, etc. removed, swept out
Entry closet/Linen closet/etc			clean off shelves and wash/vacuum floor
<u>Bedrooms:</u>			
Floor and baseboards vacuumed?			wipe off the baseboards, use vacuum edger around the edges of carpet, move the furniture
Closet			dust the shelf, vacuum the floor, edges too, if you took the doors off, put them back on
Windows and windowsills clean?			windows, inside only, patio doors inside and out. Streak free. Vacuum out tracks, wipe off window sills
<u>Miscellaneous:</u>			
Name of power changed?			
Name of water changed?			
Utility room clean?			sweep and wipe off the floor, remove all garbage
All vents clean?			sweep all the vents, ceiling and wall
All closet doors on?			
Trash or other items left?			take everything with you, double check under sinks
Smoke detector & carbon monoxide working?			you started with a working smoke detector/carbon monoxide. You have to end w/one
Fire extinguisher in apt and charged			if the fire extinguisher needs to be replaced, please let us know why
Balcony/patio clean?			sweep, remove everything, even patio furniture
All light bulbs work?			check all the lamps and light fixtures
Are all ceiling fans wiped clean?			
Front yard			if you are responsible for yard work, mow the yard, trim, clean up debris, pick up all poo from the yard, if there are bare spots due to your animals, etc. grass seed.
Back yard			
Shampoo carpets			
Basement cleaned?			
Floors			Hardwood floors should be cleaned and waxed