



# *Peace Lily*

## *Cleaning Checklist*

### **Entry**

- ALWAYS review job and entry information in calendar
- Locate payment, notify manager immediately if there is no payment or any issues

### **Bedrooms/Living Rooms**

- Make bed and fluff pillows (use clean sheets if provided)
- Walls (eliminate cobwebs)
- Ceiling/Wall vents
- Ceiling Fan
- Mirrors/Frames
- Tops of doors/windows (glass as needed)
- Door fixtures/frames
- TV/Electronics (back and crevices)
- Light switches/electrical outlets
- Dust under and around ALL items
- Baseboards
- Empty trash
- Vacuum/Mop

### **Bathrooms**

- Walls (eliminate cobwebs)
- Ceiling/Wall vents

- Mirrors/Frames
- Tops of doors/windows (glass as needed)
- Door fixtures/frames
- Art/pictures
- Light switches/electrical outlets
- Dust under and around ALL items
- Scrub tub/shower (top of curtain rod!)
- Toilet (top to bottom, behind, and base)
- Tp and towel holders
- Spot wipe cabinets
- Scrub sink and countertop, wipe dry, polish faucets
- Baseboards
- Empty trash/wipe trash can
- Shake out/vacuum rugs
- Vacuum/Mop

## *Kitchen*

- Walls (eliminate cobwebs)
- Dust top to bottom
- Ceiling/Wall vents
- Wipe/sanitize
  - Countertops and all items, under and around
  - Backsplash
  - Outside of Cabinets
- Scrub/wipe all appliances
  - Stove top/oven door
  - Dishwasher
  - Microwave (inside and out)
  - Outside Refrigerator/ Inside upon request (top if reachable!)
- Clean faucets and sink & wipe dry. (If sink is full of dishes you do not have to clean basin, use your discretion. You can move all to one side neatly, clean, & then swap if there aren't too many.)
- Doors, windows, and frames

- Baseboards
- Empty trash if full
- Shake out/vacuum rugs
- Sweep/vacuum/mop

## *Exit*

- Take out trash
- Do a final walk through, check for dust and missed areas
- Leave client note
- Lock up according to client's requests
- Let manager know about any issues, note additions/changes, additional services the client might need, etc. Anything the client mentions that we've missed or that they would like done differently. Please be sure to also let us know about things you do differently that make the client happy. This ensures a smooth process and top notch customer service!