

# 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.

