

Quality Cleaning, Etc., Inc.
Cleaning List M/O & M/I

Client/Property/Unit #: _____ Date: _____ Cleaned by: _____

*There may be additional special cleaning requests.

General Overall Cleaning:

- ____ Floors: vacuum, sweep, mop
- ____ Faceplates, doorknobs, closet handles, walls-if not painted, door trim (fingerprints & marks)
- ____ Doors wash down, including entry doors if not painted
- ____ Dispose of any garbage (including phone books, -leave any hardware that belongs to unit)
- ____ Windows, Tracks, Sills, balcony windows, wash window screens, window/door trim
- ____ Baseboards-scrub edges w/brush and wash door casing (get top edge of baseboard)
- ____ Light fixtures, ceiling vents, heating vents, high vents in wall
- ____ Any shelving inside and out, shut closet doors, blinds open, straighten faucets
- ____ Blinds-dust only

Kitchen:

- ____ Counters, edges, use counter top magic for final shine-(clean under all appliances)
- ____ Sink, faucet, drain, edges of sink (sink use stainless steel cleaner)
- ____ Microwave, (in, under and out), microwave vent
- ____ Dishwasher, around the rim inside, vent below (in and out)
- ____ Refrigerator/Freezer (handle, top, front, sides, inside take apart to clean)
- ____ Oven (out/in-get inside door, racks, under drawer, hinges-make sure shines)-self clean
Some self-cleaning ovens, move latch to lock for cleaning and take out the racks to clean
- ____ Stove (burners-drip pan, burner rings, knobs, sides, hinges)-
- ____ Stove vent, take off screen to clean inside, light cover (inside & out)
- ____ Cupboards/Drawers, edges, corners, underneath, sides and handles (inside and out)
- ____ Floors under Refrigerator & Stove (pull out drawer & bottom cupboard drawer),
baseboards

Bathrooms:

- ____ Toilet- in/out, base, and around all moldings, etc. (remove toilet paper)
- ____ Bathtub, shower, grout, sink, faucets, towel rack, shower rod toilet paper fixture- shine all
- ____ Mirrors and mirrors behind lights, also top ledge of lights
- ____ Counter tops, Cupboards/Drawers (inside and out and side tracks)
- ____ Light fixtures, fan/vent, (do not touch heat lamps)

Laundry Room:

- ____ Wash/Dry-top, outside, knobs, inside washer rim, remove lint, vacuum behind vent
- ____ Floors-wash around the sides and edges, along edges

Balcony's:

- ____ Vacuum and/or sweep deck floor
- ____ Railing, ledges, door tracks and trim, doors/handles, outside reachable windows

Notes/Comments/Misc: