

Home/Office Basic Clean Checklist:

Kitchen:

- Dust all surfaces and appliances*
- Scrub and wipe down all surfaces, countertops, knobs and front of cabinets.
- Scrub, wipe, and polish stove top and front of oven as well as remove and clean knobs of oven.*
- Clean inside of microwave
- Clean all window glass and top of window frame.
- Toaster/toaster oven trays emptied of debris
- Dust, wipe down, and clean inside tracks of dishwasher.
- Scrub sink
- Wipe down ledges of door frames and door knobs
- Dust and wipe down shelves
- Dust and wipe light fixture
- Triangle fold paper towels
- *Clean interior of refrigerator upon request
- *Clean interior of oven upon request

Dining Room:

- Dust and wipe down all surfaces including ceiling, door frames, outlets, baseboards, picture frames, and decor.
- Wipe down cabinets, dining room table and foot of table and chairs.
- Clean all window glass and top of window frame.
- Dust and wipe down light fixtures

Living Room:

- Dust bookcases, furniture, and decor.
- Wipe down all surfaces
- Clean mirrors
- Vacuum on and in between couch cushions
- Fold blankets and fluff pillows
- Arrange books and magazines
- Wipe down electronics/remote controls

Bathroom:

- Scrub bathtub/shower (including shower head, faucet, shower ledge, and curtain rod).*
- Arrange bath items
- Fold towels
- Full scrub and wipe down of toilet on all surfaces inside and out
- Fold toilet paper
- Wipe down sink, surfaces and items on surfaces.
- Clean mirror
- Dust and wipe down door frame, outlets, and ledges.
- Vacuum in corners
- *Removal of mold not included in cleaning.
- *Clean fan upon request

Bedrooms (optional):

- Make beds
- Wipe down window frames, door knobs, outlets, baseboards, and uncluttered surfaces.
- Clean mirrors

All of house:

- Clean mud room if applicable
- Wipe down bannisters and vacuum stairs
- Vacuum all corners and floor surfaces, rugs, and under rugs.
- Mop all wood and laminate flooring

OFFICE

- Dust baseboards and surfaces which are reachable on desks includes foot or bottoms of desks.
- Wipe down mouse, keyboards, and screens, behind computer, photo frames, etc.

- Wipe down kitchenette, inside and outside of microwave, outside of refrigerator* .
- Vacuum/dust all furniture
- Vacuum corners
- Vacuum all floors and staircases, mop hard floors/staircases.
- *Empty trash and recycling upon request
- *Clean inside of refrigerator upon request

Bathroom:

- Wipe down sink, surfaces and items on surfaces.
- Full scrub and wipe down of toilet on all surfaces inside and out
- Clean mirror
- Dust and wipe down door frame and ledges
- Vacuum in all corners
- Fold all towels
- Fold toilet paper
- Vacuum and mop floor
- *Removal of mold not included in cleaning.
- *Clean fan upon request