

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

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

*There may be additional special cleaning requests.

*Steam cleaning of carpets and upholstery if requested.

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:

_____Vaccum and/or sweep deck floor

_____Railing, ledges, door tracks and trim, doors/handles, outside reachable windows

Notes/Comments/Misc: