

Maintenance Cleaning Checklist

DATE OF SERVICE:

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KITCHEN	BEDROOMS
Clean outside and top of refrigerator	Hand dust all horizontal surfaces
Clean outside of stove	Dust ceiling corners
Clean outside/inside of microwave	Vacuum carpet
Clean outside of dish washer	Vacuum rugs
Clean and disinfect countertops and back splash	Vacuum/dust mop/damp mop hard floors
Spot clean outside of cabinets	Clean mirrors
Clean/disinfect/polish sinks and faucets	Clean ceiling fans
Empty trash	Vacuum vent grills
Dust ceiling corners	Hand wipe light fixtures and disinfect switches
Hand dust all horizontal surfaces	Dust baseboards
Sweep/vacuum floor	Wipe and polish furniture
Damp mop hard floor	DINING ROOM/LIVING AREAS
Vacuum floor rugs	Hand dust all horizontal surfaces
Hand wipe light fixtures/switches	Dust ceiling corners
Move all small appliances and items on the counter to clean, sink cleaned and disinfected and more	Clean ceiling fan and more
BATHROOMS	Clean sliding glass door and track
Clean and disinfect tubs and showers	Clean all mirrors
Remove hard water spots from shower doors	Vacuum vents grills
Clean mirrors	Vacuum all carpet
Clean exterior/interior of vanities	Vacuum rugs
Clean/disinfect/polish sinks and faucets	Vacuum and damp mop hard floors
Clean and disinfect toilets	Dust mop/vacuum wood floors
Clean and disinfect floor	Hand wipe light fixtures and disinfect switches
Vacuum or hand wipe vent grills	Dust baseboards
Dust baseboards	
Dust ceiling corners	UTILITY ROOM / Laundry Room
Dust ceiling light fixtures (outside only)	Hand dust all horizontal surfaces (air duct work extra)
Hand wipe light fixtures and disinfect switches	Dust ceiling corners
Clean and disinfect towel bars	Hand wipe light fixtures and disinfect switches
Hand dust all horizontal surfaces	Dust baseboards
Damp mop floors	Wipe down outside of washer/dryer
Empty trash	Vacuum and damp mop hard floors
And more..	Vacuum area rugs
	Empty trash
	And more
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