



	Routine Cleaning	Deep/Sprig Clean	Move In/Out
All Areas of home			
Air Freshen/Deodorize (optional)	✓	✓	✓
Baseboards dusted	✓	✓	✓
Carpets vacuumed	✓	✓	✓
Ceiling fans dusted (height restrictions apply)	✓	✓	✓
Clean Accessible Light Switches/Power Points	✓	✓	✓
Clean around TV and satellite, stereo, and computer equipment (note: we do not move or clean underneath these items due to accidental disconnects)	x	✓	x
Clean Ceilings	x	x	x
Clean computer screen	x	✓	x
Clean inside media closet	x	✓	x
Clean sliding glass doors: both sides of glass and exposed tracks	x	✓	x
Clean top of entertainment centers or bookcases	✓	✓	x
Cobweb Removal	✓	✓	✓
Condition leather furniture	x	✓	x
Cushions and pillows fluffed and straightened	✓	✓	x
Dust All Reachable Surfaces including Base Boards/Window Sills/Doors	✓	✓	✓
Dust furniture	✓	✓	x
Dust/Clean Doors and Mirrors and furniture	✓	✓	✓
Empty Trash	✓	✓	✓
Extensive straightening completed	x	✓	x
Fingerprints removed from all woodwork, door-frames and switch plates	✓	✓	✓
Floor vacuumed and/or mopped	✓	✓	✓
Furniture dusted - on top, on front and underneath	✓	✓	x
General straightening completed	✓	✓	x
Hallways and stairs vacuumed and/or washed	✓	✓	✓
Hand clean chair/table legs and base	x	✓	x
Hand clean hanging pictures, photographs or artwork	x	✓	x
Hardwood floors vacuumed and/or washed	✓	✓	✓
Lamps cleaned and lampshades dusted	✓	✓	x
Light Straitening	✓	✓	✓
Mirrors cleaned	✓	✓	✓
Move aside (movable) furniture and vacuum behind and underneath	x	✓	x

All Areas of home (continued)

	Routine Clearing	Deep/Sprig Clean	Move In/Out
Picture frames dusted	✓	✓	x
Sanitize the telephone and TV remote controls	x	✓	x
Spot Clean Walls (light)	x	✓	✓
Tile floors vacuumed and/or mopped	✓	✓	✓
Trash emptied	✓	✓	✓
Vacuum lampshades with attachments	x	✓	x
Vacuum or mop Under Beds/Couches/Furniture	x	✓	x
Vacuum upholstered furniture by lifting cushions and vacuuming under it	x	✓	x
Vacuum/Clean soft furnishing	x	✓	x
Wet Wipe Base Boards/Window Sills/Doors	x	✓	✓
Windowsills cleaned (blinds dusted upon request)	✓	✓	✓

	Routine Clearing	Deep/Sprig Clean	Move In/Out
Bedrooms			
Make up or change bed linens	✓	✓	x
Vacuum and mop under bed	x	✓	x
Kitchen			
Cabinet fronts cleaned	✓	✓	✓
Clean aluminum burner drip pans and under the stove top (on an electric stove)	x	✓	✓
Clean and disinfect sink	✓	✓	✓
Clean and disinfect the trash or garbage can	x	✓	✓
Clean back splash	✓	✓	✓
Clean clutter, excessive paperwork, or items on counters, floors and tabletops	x	✓	x
Clean cooking oil and grime build up on surfaces of stove	x	✓	✓
Clean Cupboards (exterior)	✓	✓	✓
Clean dish rack	x	✓	x
Clean Exhaust Fans/Filters	x	x	✓
Clean inside of pantry or cabinets	x	x	✓
Clean inside oven	x	x	✓
Clean Inside/Outside Microwave	✓	✓	✓
Clean range top	x	✓	✓
Clean Range hood (exterior)	✓	✓	✓
Clean top of fridge	✓	✓	✓
Clean tops of cabinets	x	✓	✓
Clean Underside of Range hood	x	✓	✓
Clean Visible Appliances (exterior)	✓	✓	x
Clean window over kitchen sink	x	✓	✓
Clean/Polish Faucets	✓	✓	✓
Countertops and backsplash disinfected (all items removed and replaced)	✓	✓	✓
Damp wipe all cabinet doors	x	✓	✓
Detail hand clean all interior/ exterior of all appliances (Microwave, toasters, coffee maker, electric can openers...)	x	✓	x
Disinfect counters by moving all appliances and putting back where they were	✓	✓	x
Dust All Surfaces	✓	✓	✓
Hand wash mini-blinds, vertical blinds or shutters	x	x	x
Hand wash underside and top of stove vent filter	x	✓	✓
Polish Stainless Steel Surfaces	✓	✓	✓
Pull out major appliances and sweep and mop behind them (fridge, washer/dryer)	x	x	✓
Sinks scrubbed and disinfected	✓	✓	✓
Tables and chairs cleaned	✓	✓	x
Wipe and clean dining table	x	✓	x

	Routine Clearing	Deep/Sprig Clean	Move In/Out
Bathroom			
Tub and shower tiles scrubbed, disinfected and rinsed	✓	✓	✓
Toilets disinfected insides and out	✓	✓	✓
Chrome fixtures cleaned and shined	✓	✓	✓
Towels neatly hung and folded	✓	✓	x
Countertops disinfected (all items removed and replaced)	✓	✓	✓
Cabinet front cleaned	✓	✓	✓
Sinks scrubbed and disinfected	✓	✓	✓
Mirrors cleaned	✓	✓	✓
Scrub/Clean Bath	✓	✓	✓
Scrub/Clean Shower	✓	✓	✓
Scrub/Clean Sinks	✓	✓	✓
Wipe Down Benches	✓	✓	✓
Clean Mirrors	✓	✓	✓
Clean/Polish Table ware and Chrome	✓	✓	✓
Wipe Down Cupboards (exterior)	✓	✓	✓
Empty Bins	✓	✓	✓
Clean/Disinfect Toilet	✓	✓	✓
Scrub Wall Tiles/Grout	✓	✓	✓
Clean Ceiling Exhaust Fans	x	✓	✓
Clean and scrub sinks	✓	✓	✓
Clean counters and anything on the counter	✓	✓	x
Clean and scrub tub and showers (grout)	x	✓	✓
Clean and scrub inside/outside toilets	✓	✓	✓
Shine mirrors	✓	✓	✓
Clean waste basket	x	✓	x
Damp wipe exterior of all cabinets	x	✓	x
Wipe faucets	✓	✓	✓
Vacuum and mop floor	✓	✓	✓
Wipe light fixtures and door knobs	✓	✓	✓
Clean baseboards	✓	✓	✓
Clean inside medicine cabinet	x	x	✓
Living Room/ Family Room Areas/ Hallways & Stairs			
Clean inside media closet	x	✓	x
Clean sliding glass doors: both sides of glass and exposed tracks	x	✓	x
Condition leather furniture	x	✓	x
Cushions and pillows fluffed and straightened	✓	✓	x
Hand clean chair/table legs and base	x	✓	x
Lamps cleaned and lampshades dusted	✓	✓	x
Sanitize the telephone and TV remote controls	x	✓	x
Vacuum lamp shades with attachments	x	✓	x
Vacuum under area rugs and under all furniture	x	✓	x
Vacuum upholstered furniture	x	✓	x

Vacation Rental Service

Routine Turnover

Change water filter
Check mail
Make sure all doors and windows are secure
Verify hot water in all faucets and showers
Flush all toilets to verify no clogs
Collect any dishes from rooms
Load dishwasher (if no dishes, run cycle and report any leaks immediately)
Inspect linens for stains
Check microwave and refrigerator for food and dishes
Test garbage disposal. Report any issues immediately
Verify inventory. Report missing items.
Replenish used products (coffee, tea, sugar etc...)
Set table with place settings
Refill toilet paper
Refill or replace shampoo, body wash conditioner hand soap etc..
Make sure all inventory is accounted for.
Replace clean shower curtain
Replace plug-ins as needed
Replace Kleenex boxes
Set alarm clocks for the correct time
Set up welcome basket
Check propane tank if applicable
Clean grill if necessary
Neatly set up outdoor area
Place trash bins out at street on trash day
Change burned out light bulbs
Check or change batteries in remote
Set thermostat to owner's desired temperature
Plug in all electronics in (lamps clocks, etc..)
WD40 as needed

Monthly

Change batteries in smoke detectors as needed
Wash outside trash cans
Change AC Filter

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