F & J's Express Cleaning LLC 470-317-6590

House Cleaning Checklist

_ Date____

Check the Items Below that You Would Like Your Housekeeper to Complete This Visit

| BASIC MAID SERVICE | To Do | Done |
|---|-------|------|
| All flooring is swept, mopped or vacuumed | | |
| All window sills and window ledges are wiped down | | |
| All furniture is dusted and cleaned | | |
| All rooms are tidied up | | |
| All your linens are changed and beds are made. Please don't forget to put out fresh linens! | | |
| All toilets, sinks, counters, tubs and showers are thoroughly wiped down, cleaned and disinfected | | |
| All knick-knacks, mirrors, fixtures and chrome are dusted, cleaned and shined | | |
| All appliance and kitchen surfaces are wiped down, cleaned and sanitized | | |
| All wastebaskets are emptied and wastebasket liners are replaced | | |
| Dishwasher emptied and/or loaded | | |
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| MAKE-READY MAID SERVICE | To Do | Done |
| All flooring is swept, mopped or vacuumed | | |
| All window sills and window ledges are wiped down | | |
| All ceiling fans are dusted | | |
| All baseboards are washed and dried | | |
| All toilets, sinks, counters, tubs and showers are thoroughly wiped down, cleaned and disinfected | | |
| All mirrors, fixtures and chrome are cleaned and shined | | |
| Refrigerator cleaned inside and out | | |
| Range or stovetop cleaned | | |
| Oven cleaned inside and out | | |
| Microsoft cleaned inside and out | | |
| Pantry and cabinetry dusted and cleaned | | |
| All trash is disposed of, fresh trash bags put in place | | |
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Date

| ADDITIONAL SERVICES | To Do | Done |
|---|-------|------|
| Clean and defrost freezer | | |
| Clean under the stove top (area beneath drip pans) | | |
| Clean exhaust fan/hood | | |
| Polish wooden kitchen cabinets | | |
| Clean inside empty kitchen cabinets and drawers | | |
| Remove all items from kitchen cabinets, clean inside and replace all items | | |
| Clean area above kitchen cabinets and decorator items displayed there | | |
| Polish wooden bathroom cabinets | | |
| Clean inside empty bathroom cabinets and drawers | | |
| Remove all items from bathroom cabinets, clean inside and replace all items | | |
| Clean area above bathroom cabinets and decorator items displayed there | | |
| Wash all wastebaskets | | |
| Spot clean walls for animal marks, hand prints | | |
| Clean doorframes and windowsills | | |
| Clean blinds, both sides | | |
| Vacuum curtains | | |
| Clean interior windows | | |
| Clean window tracks and frames | | |
| Clean interior and exterior French doors | | |
| Clean interior and exterior sliding glass doors | | |
| Remove cobwebs from ceilings and walls | | |
| Remove cobwebs from light fixtures | | |
| Clean out fireplace (Must not have been in use for at least 3 days) | | |
| Clean under beds | | |
| Vacuum upholstered furniture | | |
| Move furniture to clean underneath and behind | | |
| Dust air vents | | |
| Broom sweep garage | | |
| Broom sweep porches | | |
| Remove books from bookshelves and clean shelves | | |
| Remove CD's, DVD's, video tapes from shelves to clean | | |
| Roll up area rugs to clean beneath | | |
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