Cleaning Business Kit

Standard Clean Checklist

Recurring weekly or every-other-week house cleaning, room by room

Client / address	[ ]	**Date**	[ ]
Cleaner(s)	[ ]	**Time in / out**	[ ]

Kitchen

- [ ] Counters and backsplash wiped
- [ ] Sink scrubbed, faucet shined, drain area cleaned
- [ ] Stovetop and knobs cleaned
- [ ] Outside of fridge, dishwasher, oven and microwave wiped
- [ ] Microwave inside
- [ ] Cabinet fronts and handles spot cleaned
- [ ] Small appliances wiped (outside)
- [ ] Table and chairs wiped
- [ ] Trash emptied, liner replaced
- [ ] Floor vacuumed and mopped

Bathrooms

- [ ] Toilet bowl, seat, hinges and base cleaned
- [ ] Tub and shower walls scrubbed, glass or curtain cleaned
- [ ] Sink, counter and faucet cleaned
- [ ] Mirror streak free
- [ ] Fixtures shined
- [ ] Towels folded or hung
- [ ] Trash emptied
- [ ] Floor vacuumed and mopped, behind the toilet

Bedrooms

- [ ] Reachable surfaces dusted (dressers, nightstands, sills)
- [ ] Bed made, linens changed if fresh ones are out
- [ ] Mirrors and glass cleaned
- [ ] Lamps and frames dusted
- [ ] Floor vacuumed (under the bed edge) and mopped
- [ ] Trash emptied

Living and family rooms

- [ ] Surfaces, shelves and decor dusted
- [ ] Electronics dusted (dry cloth only)
- [ ] Cushions straightened, upholstery vacuumed if requested
- [ ] Glass tables and mirrors cleaned
- [ ] Light switches and door handles wiped
- [ ] Floor vacuumed and mopped
- [ ] Cobwebs removed

Throughout the home

- [ ] Entry and stairs vacuumed, railings wiped
- [ ] Interior door handles and light switches wiped
- [ ] All trash collected and taken out
- [ ] Supplies and equipment packed up

Final walk: Walk the home once more before you leave: lights as found, doors locked, alarm set, trash out.

Notes for the client	[ ]	**Checked by**	[ ]