NEW MISSION CLEANING CHECKLIST

NEW MISSION CLEANING SERVICES

All Rooms	Deep	Weekly/Bi-Weekly	Monthly	Move In/Out
Remove cobwebs	☑	☐	☑	☑
Empty trash	☑	☑	☑	☐
Sweep/vacuum floors, carpet + hard surfaces)	☑	☑	☑	☑
Mop floors (hard surfaces)	☑	☑	☑	☑
Dust shelves	☑	☑	☑	☑
Dust blinds, windows, window sills	☑	☑	☑	☑
Wipe & clean mirrors	☑	☑	☑	☑
Wipe & clean light switches	☑	☑	☑	☑
Clean glass surfaces	☑	☐	☑	☑
Dust baseboards	☑	☐	☑	☑
Dust reachable ceiling fans & vents	☑	☐	☑	☑
Dust furniture/lamps	☑	☑	☑	☐

Kitchen	Deep	Weekly/Bi-Weekly	Monthly	Move In/Out
Inside/outside of microwave	☑	☑	☑	☑
oven Clean backsplash	☑	☑	☑	☑
Exterior of trash can	☑	☑	☑	☐
Outside of stove hood	☑	☑	☑	☑
Clean stovetop	☑	☑	☑	☑
Countertops	☑	☑	☑	☑
Clean sink & chrome	☑	☑	☑	☑
Exterior of cabinets & drawers	☑	☑	☑	☑
Pantry floor & door	☑	☑	☑	☑
Top of refrigerator	☑	☐	☑	☑
Tables and chairs	☑	☑	☑	☐
Outside of appliances	☑	☑	☑	☐

Bathrooms	Deep	Weekly/Bi-Weekly	Monthly	Move In/Out
Clean shower	☑	☑	☑	☑
Clean tub	☑	☑	☑	☑
Polish faucets	☑	☑	☑	☑
Clean sinks	☑	☑	☑	☑

Bathrooms	Deep	Weekly/Bi-Weekly	Monthly	Move In/Out
Clean toilet and toilet area	☑	☑	☑	☑
Clean counters	☑	☑	☑	☑
Dust ledges	☑	☑	☑	☑
Exterior of cabinets and drawers	☑	☑	☑	☑
Dust doors & door frames	☑	☐	☑	☑
Vacuum rugs	☑	☑	☑	☐

Bedrooms	Deep	Weekly/Bi-Weekly	Monthly	Move In/Out
Make beds (change linen if available)	☑	☑	☑	☐
Vacuum rugs	☑	☑	☑	☐
Exterior of cabinets and drawers	☑	☑	☑	☑
Dust ledges	☑	☑	☑	☑
Dust doors & door frames	☑	☐	☑	☑

Laundry Room	Deep	Weekly/Bi-Weekly	Monthly	Move In/Out
Dust and wipe the outside of washer & dryer	☑	☑	☑	☑
Clean sinks	☑	☑	☑	☑
Vacuum rugs	☑	☑	☑	☐
Countertops	☑	☑	☑	☑
Dust ledges	☑	☑	☑	☑
Dust doors & door frames	☑	☐	☑	☑

Dining Room	Deep	Weekly/Bi-Weekly	Monthly	Move In/Out
Dust ledges	☑	☑	☑	☑
Tables & chairs	☑	☑	☑	☐
Dust doors & door frames	☑	☐	☑	☑

Living Room	Deep	Weekly/Bi-Weekly	Monthly	Move In/Out
Dust ledges	☑	☑	☑	☑
Exterior of cabinets and drawers	☑	☑	☑	☑
Dust doors & door frames	☑	☐	☑	☑

Office	Deep	Weekly/Bi-Weekly	Monthly	Move In/Out
Dust ledges	☑	☑	☑	☑
Vacuum rugs	☑	☑	☑	☐
Exterior of cabinets & drawers	☑	☑	☑	☑
Dust doors & door frames	☑	☐	☑	☑

Extra services	Deep	Weekly/Bi-Weekly	Monthly	Move In/Out
Wash dishes	☐	☐	☐	☐
Wet wipe windows & blinds	☑	☐	☑	☑
Clean inside of oven	☐	☐	☐	☑
Clean inside of refrigerator	☐	☐	☐	☑
Clean interior of kitchen cabinets	☐	☐	☐	☑
Hand detail baseboards	☑	☐	☑	☑

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CLEANING SERVICES