

Cleaning Checklist

Date:

Customer:

Kitchen	Basic	Deep
High Dust Visible Cobwebs (reachable)		X
Clean Light Fixtures (reachable)	dust	wipe
Clean Windowsills/Tracks	dust	wipe
General Dusting and Straighten Up	X	X
Dust/Spot Wiping Blinds and Baseboards	X	X
Wipe Down Countertops	X	X
**Heavy clutter or decor will be wiped around		
Wipe Down Cabinets Exteriors and Handles	spot	X
Clean and Sanitize Sink & Faucet	X	X
Wipe Kitchen Table/ Dust Chairs	X	X
Rangehood Filter Cleaning		X
Microwave Wiped Inside & Out	X	X
Clean Appliance Exterior	X	X
(Oven/Stovetop/Refrigerator/ Dishwasher)		
Wipe Sliding Glass Door in the kitchen	spot	X
Wipe Light Switches/Doors/Door Handles	spot	X
Vacuum / Mop Floors	X	X
Empty Trash and Replace Liners (client's)	X	X
Wipe Top and Front Trash Can	spot	X
Bedrooms		
High Dust Visible Cobwebs (reachable)		X
Clean Light Fixtures(reachable)/Lamps	dust	wipe
Clean Windowsills/Tracks	dust	wipe
Dust Ceiling Fan (reachable)	X	X
Dust/Spot Wiping Blinds and Baseboards	X	X
Dust/Wipe Side Tables, TV Stand, Wall Decor	X	X
Tidy Beds, Blankets and Pillows	X	X
Slight Tidy Clothes/Other Items If Needed	X	X
Wipe Light Switches/Doors/Doorknobs	spot	X
Vacuum / Mop Floors	X	X
Laundry Room/Mud Room/Office		
General Dusting and Straighten Up	X	X
Wipe Sink, Washer/Dryer (for Laundry Room)	X	X
Vacuum / Mop Floors	X	X
Empty Trash and Replace Liners (client's)	X	X

Bathrooms/Powder Rooms	Basic	Deep
High Dust Visible Cobwebs (reachable)		X
Clean Light Fixtures (reachable)	dust	wipe
Clean Windowsills/Tracks	dust	wipe
General Dusting and Straighten Up	X	X
Dust/Spot Wiping Blinds and Baseboards	X	X
Wipe and Shine Mirrors	X	X
Wipe Down Countertops	X	X
**Heavy clutter or decor will be wiped around		
Wipe Down Cabinets Exteriors and Handles	spot	X
Clean and Sanitize Sink & Faucet	X	X
Clean/Disinfect Toilet, Shower Door, Tub	X	X
Wipe Light Switches/Doors/Doorknobs	spot	X
Vacuum / Mop or Hand Wash Floor	X	X
Empty Trash and Replace Liners (client's)	X	X
Living Room/Dining/Entryway/Hallways/Stairs		
High Dust Visible Cobwebs (reachable)		X
Clean Light Fixtures (reachable)/Lamps	dust	wipe
Clean Windowsills/Tracks	dust	wipe
Dust Ceiling Fan (reachable)	X	X
Dust/Spot Wiping Blinds and Baseboards	X	X
Dust shelves/ Furniture and Wall Decor	X	X
**Heavy clutter or decor will be dusted around		
Clean Tops of Dining/Coffee/End Tables	X	X
Wipe Staircase Railings/Glass Staircase	spot	X
Clean Couches/Tidy Blankets and Pillows	spot	X
Wipe Light Switches/Doors/Doorknobs	spot	X
Vacuum / Mop Floors	X	X
Additional Services/Special Request		
**Available Upon Request		
Oven Clean (Inside)		
Refrigerator Clean (Inside)		
Hand Wiping Blinds/ Baseboards		
Window Cleaning (interior)		
Vacuum Couches		
Tidy / Organize / Folding Laundry		

Cleaned By:

Additional Notes:

Kindly note that our service operates on an hourly basis. We may not cover every item on the list, but we will strive to do our best within the allocated time!

*We accept Checks, E-Transfer and Credit Card (with 3.5% surcharge) payments.

*Payment is required on the same day as the service is provided.

*E-Transfer to cleaningbymoko@gmail.com

*Please make checks payable to Sweep 'N' Shine Cleaning Service.



Thank you for choosing us! 604-727-7485