

# Cleaning Manual/Checklist

## KITCHEN

### Dusting & Wiping

- The key point:** The kitchen requires mostly wiping. Start by using a duster to dust the entire kitchen, including the corners of the cabinets, baseboards, gaps around the refrigerator, oven, light fixtures, and other high areas. Once dusting is done, move on to wiping.
- High & Low Dust Cobwebs**  
Check the ceiling and corners of the kitchen for cobwebs, as they tend to form easily. A house with visible cobwebs, even when a cleaner regularly enters, is unacceptable.
- Door Frames/Doors/Handles/Knobs**  
Dust the detailed parts of doors. Wipe off fingerprints from door edges. For chrome handles, wipe off fingerprints and shine them.
- Baseboards**  
Use a duster to remove dust. For stuck-on dirt, spot wipe with a wet cloth.
- Kitchen Light Fixtures**
- For regular cleaning, just dust the fixtures. If they're dirty, spot wipe. For deep cleans, wipe them by hand with a damp cloth. Always turn off the lights when wiping, unless it's too dark to see.
- Pantry/Pantry Door**  
As pantries are usually crowded, so just lightly dust the surface unless requested. Vacuum-mop as needed. Wipe pantry doors and handles.
- Top, Side, Under Appliances**  
Dust and clean the gaps around appliances like the refrigerator, oven, and dishwasher. Use a duster stick to clean underneath and in between the gaps. Don't forget to dust the top of the fridge as well.
- Shelves, Furniture**  
Dust the surfaces of cabinets and shelves, and clear out any dust and debris from gaps beneath and behind furniture.
- Blinds**

If clean, dust as usual. Kitchen blinds often collect grease and dust. For deep cleaning, if they're dirty, wipe them slot by slot, using Dawn Powerwash or degreaser for grease stains and wipe(rinse) with water afterward.

**Light Switches**

Check for fingerprints and wipe them off as needed.

**Windows**

Generally, only wipe kitchen windows upon request. If there are visible fingerprints, spot wipe.

**Window above Sink**

Since the window above the kitchen sink is directly in the client's line of sight and they will often see it while doing dishes, it's a good idea to wipe it down. However, if you're short on time, this task can be skipped.

**Sliding Glass Door**

For large sliding doors leading to the backyard or patio, wipe inside and outside to remove visible fingerprints or marks from children or pets. These areas are highly noticeable.

**Window Tracks**

Check and clean the tracks, as dead insect often found there.

**Windowsills**

Dust or wipe the windowsills. If dirty, use a wet cloth.

**Walls**

Spot wipe any areas that appear dirty, especially where fingerprints from children may accumulate.

**Kitchen Table and Chairs, Barstools**

Wipe down the kitchen table regularly with water. Remove any food crumbs from chairs and barstools, including fingerprints on the backs and sides.

**Highchair**

Wipe off food residue from the highchair. Clean the surrounding area, including walls and the floor.

**Remove Pets' Hair from the Legs of Chairs**

If pet hair is stuck to the legs of chairs, gently lift each chair leg and remove the hair by hand.

## **Kitchen Countertops & Cabinets**

- The key point:** Granite, quartz, marble, etc., are common materials in kitchens. Be extra cautious with marble, as it can stain easily. Only use chemicals when instructed by the customer—water or Thieves is usually sufficient.

**Kitchen Island**

Spray with water or Thieves cleaner and wipe the surfaces down. If the island is particularly dirty, instead of using a cloth, dampen the soft side of a blue sponge and gently scrub to clean more efficiently. To make the island and countertops shine, the key is to buff them with a dry cloth at the end. Simply wiping with a wet cloth can leave streaks once the surface dries, so make sure to buff to achieve a streak-free finish. As you clean, adjust your angle and feel the surfaces with your hand to ensure no dirt is left behind. Don't forget to spot-clean under the island cabinets and check the lighting above the island for dust.

**Wipe and Shine Kitchen Counter and Tidy**

Slide the items slightly forward to wipe underneath, then dry the surface with a dry cloth before rearranging the items neatly. If there are stubborn food stains, use a damp cloth or spray with Thieves cleaner to remove the grime, then buff the surface with a dry cloth to finish. Finally, run your hand over the counter and check at eye level to ensure no spots are missed.

**Tip:** If there are too many items on the counter, tidy up the visible surface by aligning things neatly, then wipe only the visible part of the counter and move on to the next task.

**Wipe Kitchen Cabinets**

Move along the counter, wiping the surfaces of both the upper and lower cabinets and their handles, checking carefully for any spots. Use water or Thieves cleaner. Be mindful not to use Dawn on wooden surfaces as it may cause damage. For deep cleans or move-in cleans, wipe all surfaces. The cabinet surface directly beneath the kitchen sink tends to get dirty, so be sure to wipe it every time during regular cleaning.

**Wipe Kitchen Glass Cabinets**

If the cabinets have glass doors, wipe them when they're visibly dirty or requested.

**Countertop Small Appliances**

Don't forget to wipe small appliances like the coffee maker, toaster, and oven toaster. If possible, move them to clean underneath as well. For stainless steel appliances, make sure to polish them. With coffee makers like Keurig machines, be sure to clean the drip tray where coffee may spill. For toasters, clean out the crumb tray. Attention to these small details sets your cleaning apart from others and adds that extra touch of care.

**Kitchen Paper Holder**

Dust or wipe the paper holder.

**Scrub Back Splash**

Don't forget to clean the wall between the kitchen counter and the upper cabinets, which is often made of tile. Use a damp cloth followed by a dry cloth to polish it. Change your angle to ensure no spots are missed. Pay extra attention to the wall between the stove and the range hood, as it tends to get splattered with cooking oil. Always check this area. If the grease is heavy, spray it with Dawn and let it sit for a while. Then, use a melamine sponge or the soft side of a blue sponge to scrub away the grease. Regular cleaning is important, as oil can harden and become more difficult to remove over time. Frequent attention to this area makes future cleanings much easier.

**Clean Under Upper Kitchen Cabinets**

If necessary, during deep cleans, clean under the upper cabinets, as dirt often collects there.

**Clean Toe Kick**

Only during deep or moving cleans, clean the narrow gap between the floor and cabinets. Make sure to take before-and-after photos if cleaned.

## **Appliances (Oven, Range, Refrigerator, Dishwasher, Microwave)**

**Stainless Steel**

For stainless steel appliances, use a wet cloth first to remove dirt, then apply stainless steel cleaner on a cloth and polish with a soft cloth. Always spray the cleaner onto the cloth, not directly on the appliance, to avoid residue buildup.

**Paneled Appliances**

For refrigerators or dishwashers with cabinet panels, simply wipe with a wet cloth.

**Oven Range**

For stovetops and oven ranges (both electric and gas), clean the surface, knobs, and under the stove. If it's a glass stovetop, remove any burnt residue using a razor blade or steel wool, and finish with glass cleaner. For gas stovetops, wipe gently with a soft sponge and polish with stainless steel cleaner.

## **Stovetop/Cooktop (Main Types: Glass, Gas (Stainless Steel, Black), Coil)**

**Glass Stovetop**

For glass stovetops, use Bar Keepers Friend, steel wool, and a laser blade to remove any burnt-on food. If there is no burning, simply scrub with DawnPowerwash and a sponge. After removing any cleaning products, polish the surface with a glass cleaner. Remove the temperature control knobs and wipe down the panel underneath. Change your angle to ensure its sparkling clean.

### ❑ **Gas Stovetop - Stainless Steel**

**Tip:** The grates are made of cast iron, so avoid using harsh chemicals. Use water or Dawn and a brush to gently clean.

1. Start by removing the grates and placing them on the kitchen counter, making sure to place a few cloths underneath to protect the surface. Clean the grates with a damp cloth or Dawn. If they can be washed in the sink, that's ideal, but be careful not to scratch the sink as they're large. For regular cleaning, use a brush to remove food debris and wipe with a damp cloth. If any burnt-on stains remain, it's okay, but ensure all food residue is removed.
2. Remove the burner caps (black covers) and clean them with water or Dawn. Lift the burner heads and clean underneath them as well. Use a brush to scrub off any food particles.
3. Be careful not to get water or chemicals into the ignition area of the burners.
4. For stainless steel surfaces, avoid using abrasive sponges or melamine pads. Instead, use Dawn Powerwash and the soft side of a blue sponge. If burnt-on stains remain, don't force them off.
5. Once the entire surface is clean, use a stainless-steel cleaner to shine the surface.
6. Clean the knobs and panel, making sure that the oven or oven light isn't accidentally turned on while cleaning. ***This is important for safety—ensure the switch is off to prevent any potential fire hazards.***
7. Finally, reattach the burner caps and grates.

### ❑ **Gas Stovetop - Black Color**

1. Follow the same procedure as above for the grates, burner parts, burner caps, and control panel.
2. The black surface underneath the grates is fairly durable, so you can use a melamine sponge (but check in a small area first to ensure it won't scratch).
3. For tough burnt-on food, a laser blade is effective. If you master using the laser blade, you can get the stovetop sparkling clean.
4. When using the laser blade, hold it at a 45-degree angle, with the blade facing away from you and parallel to the surface. Move it gently forward to lift the burnt food without scratching.
5. Once cleaned, use a glass cleaner to wipe down the surface, removing any smudges for a glossy finish.
6. Replace the burner heads, burner caps, and grates.

### ❑ **Electric Coil Stovetop** (Less common now, but some clients may have this model; Kailey's basement suite)

1. The coil elements can be removed. Pull out the coils and remove the drip trays underneath. Scrub the trays with Bar Keepers Friend and a sponge or melamine pad, then rinse them in the sink.
2. The cooktop can be lifted to reveal any food spills underneath. Clean the area thoroughly. (Refer to the Sweep n Shine Instagram for more details.)
3. Once everything is cleaned, replace the coils and restore everything to its original place. Clean the knobs and control panel as well.

## Rangehood & Filters

### Rangehood

Rangehoods are typically made of stainless steel and are located above the stove or cooktop. For greasy buildup, use Dawn Powerwash to wipe away the grease, then wipe with a damp cloth, and finish by polishing the surface with a stainless-steel cleaner. Clean all reachable stainless-steel surfaces, including the top, sides, and underneath the rangehood. If you need to step onto the counter to reach higher areas, be careful of your footing.

### Rangehood Filters

The shape and removal method of rangehood filters vary by model, but the cleaning process is the same.

1. Remove the filter and spray it with Dawn Powerwash, allowing it to sit for a while to break down the grease.
2. Use a brush to scrub off any dirt, then rinse the filter with warm water. If washing in the sink, be sure to place a cloth in the sink to avoid scratching it.
3. After washing, lay the filter on a cloth to dry. If you're pressed for time, use a cloth to wipe off excess moisture. This task is typically part of deep or move-out cleaning, but if there is a request or enough time, clean the filter during regular cleaning if it's noticeably dirty.
4. Reinstall the filter once it's dry or wiped. Wipe around the filter area with Dawn and water, and polish stainless steel filters with a dry cloth.

**Tip:** If it's a recurring cleaning and no time for it, you can skip this step. However, if the filter is made of stainless steel rather than mesh, you can simply wipe down the surface and shine it without removing the filter.

## Oven (Range) Exterior

- ❑ **Surface, Handles, Side, Under** For the oven part under the cooktop, remove any dust from the handles, the visible areas when the oven door is opened, and the sides and bottom of the drawers. Polish any glass parts to make them shine. For stainless steel, use a stainless-steel cleaner to give it a polished finish. If food crumbs are caught between the oven and the countertop, use a scraper or laser blade to remove them carefully.
- ❑ **Clean Behind the Oven Range**  
During deep or move-out cleaning, if requested, pull out the oven to clean behind and under it. Use a scraper to remove any food crumbs or debris. Pulling the oven out is easy, but putting it back in place can be tricky. Make sure to carefully observe how the oven fits and make sure it's properly aligned when returning it to its original position.

## Dishwasher Exterior

- ❑ **Surface, Handles, Side, Under** Polish the stainless steel surface to a shine (refer to the stainless-steel polishing instructions). Don't forget to wipe the handles, the visible areas when opened, the control panel, and the sides. ***When wiping the panel, be cautious not to accidentally press the power switch or activate any buttons.***

## Refrigerator Exterior

- ❑ **Surface, Handles, Side, Under**  
The refrigerator is the focal point of the kitchen, so it should be especially shiny, but be careful not to overdo it. (Refer to the stainless-steel polishing instructions.)  
Clean the handles, the back of the handles, the visible areas when the door is opened (important), the inside of the freezer, as well as the sides and bottom.
- ❑ **Magnets and Pictures**  
The fridge often has magnets or pictures. Remove all items as much as possible, wipe down the surface, and then return the items. If there are too many, just wipe the visible areas.
- ❑ **Ice/Water Tray**  
Don't forget to clean the ice/water dispenser area of the fridge, including the tray. (This is where you can really make a difference!)

## Microwave In & Out

### ❑ **Surface, Handles, Side, Under, and Inside**

Clean the handles, top, bottom, and sides. Pay attention to the door seams, the edges visible when the door is opened, and the glass surface of the door to ensure they are polished. Wipe any fingerprints on the control panel. Remove any food debris from underneath, on the sides, or on top of the turntable. Since food is involved, avoid using chemicals and use water or Thieves instead.

### ❑ **Glass Turntable**

Handle the glass turntable carefully. Do not place it directly on the counter, as it can break. Instead, place a cloth on the counter and then set the turntable on top of it. Be mindful of the noise – placing the turntable directly on the counter can create an unpleasant sound, which may bother the client. If it is heavily soiled, wash it in the sink. For regular cleaning, a simple wipe with water is sufficient.

## **Kitchen Sink and Faucet** (Primarily 3 types: Stainless Steel, Granite, Ceramic)

### ❑ **Kitchen Sink - Stainless Steel** Stainless steel is the most common material used for sinks.

1. When there are a few dishes in the sink, wash them and place them on a kitchen paper towel beside the sink before cleaning the sink. When there are many dishes, skip cleaning the sink and note it in the checklist.
2. Use Dawn or Bar Keeper's Friend with a blue sponge to scrub the sink. For older style stainless steel sinks, melamine sponges are also usable, but for newer square sinks, using melamine may leave noticeable scratches. Only use the soft side of the blue sponge.
3. If a sink protect grid (wire rack) is placed in the sink, clean it with a brush as well. Cleaning the grid can take time to get into the small details. It's quicker to first remove the dirt with a brush and then wipe it down with a microfiber cloth to remove any remaining grime.
4. For square sinks, focus on cleaning the corners, the junction between the counter and sink, as dirt often accumulates there. Use a brush to remove it.
5. Clean the faucet and its connections (including seals and handles) with a brush. Be gentle when brushing the seals to avoid damage.
6. Clean the drain, including the garbage disposal. Garbage disposals often accumulate sticky dirt in the black folds, which also needs to be cleaned. Use a pipe cleaning brush if necessary to clean the deeper parts of the drain.
7. Rinse with water and clean thoroughly. Since the sink will be used last (for washing hands or dishes), leave the final wipe for the very end. Once you're sure the sink is

no longer needed, wipe it dry with a cloth, then use a stainless-steel cleaner to polish it.

8. For the faucet, clean it with a glass cloth to make it shiny, and adjust the angle of the handle to face forward. Be careful not to accidentally turn on the water when wiping the faucet handle to avoid making the sink wet again.
9. If needed, wipe down dish soap and hand soap bottles or any other small items around the sink and neatly arrange them.

#### **Kitchen Sink - Black (Granite Composite)**

Black sinks are usually made from granite composite and are sensitive to heat (and bleach), so use lukewarm water when rinsing. The cleaning method is similar to stainless steel: scrub with a blue sponge and Dawn, then rinse with lukewarm water. After towel drying, apply a small amount of stainless-steel spray (oil-based) to a cloth and wipe for a shiny, well-maintained finish.

#### **Kitchen Sink – Ceramic**

Ceramic sinks are cleaned using Bar Keeper’s Friend or Dawn with a sponge, or melamine. If there is calcium buildup or hard water stains around the faucet or sink, carefully scrape them off with a razor blade.

#### **Windows and Windowsills near the Sink**

The window in front of the sink is something clients look at frequently while washing dishes, so it’s important to keep it clean. Clean the windowsill, as it often holds small plants or items. If the area is cluttered, tidy up and wipe the windowsill, making sure it looks neat, but focus on the cleanliness rather than perfection.

#### **Cabinet Door Below the Sink**

The cabinet door under the sink tends to get dirty, so always spot clean it.

#### **Cabinet Inside (Under the Sink)**

The inside of the cabinet often holds trash cans or trash bags. If time permits, tidy up the items inside and wipe away any dirt. This can be an opportunity to make a positive impression, so take advantage of it when you can.

#### **Wipe Trash Cans**

Wipe the top, sides, and exterior of trash cans. For regular cleaning, a spot wipe is fine. Pay attention to areas where the lid meets the can, the rim where the trash bag is placed, and the bottom of the trash can, as these areas often get dirty.

#### **Empty Trash Cans and Replace Liners**

Empty the trash and replace the liner. The location of liners may vary depending on the household, so confirm where they are kept. Ensure the trash is placed in the proper area as per the client’s instructions.

## **Kitchen Floor Cleaning**

**Vacuum/Mop under the Rug or Mat:**

Vacuum the rug and the area under it. After mopping, check that the floor is dry before returning the rug to avoid wetness.

**Kitchen Mat:**

Clean the kitchen mat with a spot wipe for any stubborn food particles or stains that the vacuum couldn't remove.

**Vacuum Carefully Under the Cabinets and Around the Kitchen Island:**

Dust and debris can accumulate under cabinets, along the toe kicks, and around the kitchen island, so vacuum carefully, paying attention to these areas.

**Vacuum under the Tables and Chairs:**

Tables with complex leg shapes may hide debris, so move them if necessary to clean under them. Be mindful not to scratch the floor.

**Chairs and Barstools:**

Avoid dragging chairs to prevent floor damage. Also, clients may be bothered by the sound of chairs scraping, so be quiet when moving them. If there is pet hair under the chairs, lift them gently and remove the hair one by one.

**Pay Attention to Sticky Spots or Stains:**

Sticky food or drink stains may remain on the floor after mopping. After mopping, check for any spots and remove them with a razor blade.

## Final Check

- Check the countertops for any missed spots, and confirm no areas were overlooked.
- Ensure the refrigerator, dishwasher, oven, stovetop, range hood, and microwave are wiped down.
- Confirm the sink, faucet, and water fixtures are polished and shining.
- Dust any light fixtures on the kitchen island or table.
- Wipe any glass doors or windows over the sink.
- Wipe down tables and chairs, ensuring there's no food debris on the chairs.
- Check the cabinets for any visible dirt.
- Ensure no fingerprints are left on doorknobs or light switches.
- Make sure the floor is free of debris and there are no sticky spots.
- Confirm the kitchen trash has been emptied.
- Double-check for any forgotten tools (step stool, duster, dirty cloths, sprays).
- Ensure the oven power is off, lights are off, and windows are closed.