

Cleaning Manual/Checklist

Other Living Areas

- This applies to all areas of the home including: Living Room, Dining Room, Family Room, Media Room, Playroom, Office, Laundry Room, Mudroom, Hallway, Entrance, and Stairs. The general cleaning methods are similar to those used for cleaning bedrooms.

- High & Low Dust and Cobwebs**
Cobwebs can easily form in the corners of ceilings and floors, so make it a habit to check regularly. It is unacceptable to have cobwebs in homes where cleaners are coming on a regular basis.
- Door Frames/Doors**
Wipe the uneven areas of door frames with a dusting cloth or wet cloth. Don't forget to clean the back side of the door as well. If there are children in the house, fingerprints on doors are common, so wipe them with a damp cloth.
- Doorknobs/Door Handles**
Wipe fingerprints off doorknobs. Don't forget the knobs on the back side of the doors. For chrome handles, polish them to make them shine.
- Light Switches**
Wipe fingerprints off light switches. Always check them when entering or exiting a room.
- Baseboards**
Use a duster to remove dust from baseboards. For stubborn dirt, spot wipe with a wet cloth. Don't forget to clean the back side of baseboards when doors are open.
- Light Fixtures**
For light fixtures above the dining table and others, typically just dust them. For deep cleaning, use a wet cloth. Be sure to turn off the light before wiping, as wiping with the light on can be dangerous. Avoid touching light bulbs.
- Ceiling Fans**
If the ceiling fan is on, turn it off. Some fans stop via wall switches, while others can be adjusted using a pull chain. Change the angle of the duster and dust each blade individually. Check if any dust has fallen and clean it up if necessary. Reset the fan to its original setting if it was modified during installation.

Wipe Windows if Needed (Interior Only)

If windows are visibly dirty from fingerprints, wipe them down, but this is usually only necessary for deep cleaning or when requested (e.g., move in-out cleaning). Use a glass cleaning spray, wipe with a cloth, and finish with a glass cloth. If the windows are very dirty, you may need to spray extra water and use a squeegee to clean it, then finish with a glass cloth (similar to cleaning shower glass doors).

Window Tracks

For regular cleaning, use a duster or dry cloth to lightly remove dust. Be sure to lift blinds if they are covering the window tracks, as insects or dust may accumulate. For deep cleaning, check the tracks and frames (including the top and sides), and wipe if needed. If black mold is present, use a brush to scrub it out. Cotton swabs or toothpicks can help clean narrow spaces.

Windowsills

This refers to the space at the front of the window. Dust or wipe with a wet cloth if it's dirty. If there are plants or decorations, lift them up and clean underneath. If there are too many items, just clean the visible parts.

Blinds

For wide plastic or wooden blinds, use the side rod or string to tilt the blinds toward you. Move the duster horizontally along the slats to remove dust. Since half of the blinds won't be dusted this way, flip the blinds and repeat the process on the other side. If the blinds are behind furniture or in hard-to-reach places, open the slats and dust one slat at a time with the duster. Sometimes using a dry cloth works better for cleaning individual slats. For stubborn dirt, use a wet cloth to spot clean, or wipe each slat individually if instructed. Mini aluminum blinds should be lightly dusted, but don't wipe each slat as they are easily bent. Fabric blinds should not be touched.

Walls

Spot wipe visible fingerprints. Fingerprints on walls are especially common in homes with children.

Dining Room/Living Room/Family Room

Coffee Table/Dining Table/End Table

Wipe the tabletop with a damp cloth and then dry it. For glass tabletops, clean both the top and bottom. Arrange the items on the table neatly. Wipe fingerprints off remote controls. Check the table legs for dust and wipe with a duster or wet cloth if necessary. If the coffee or side tables have storage underneath, clean any magazines or objects, and remove any dust.

TV Stand/TV Screen

If there is a TV, clean the TV stand with a dry cloth and wet cloth. Don't forget to clean the back of the TV stand where dust can accumulate. For the TV screen, use a duster to lightly remove dust but avoid wiping it as it may scratch the screen. Wipe the remote with a wet cloth to remove fingerprints.

Lamps/Floor Lamps

For table and floor lamps, dust them using a dry cloth from top to bottom. Fabric lampshades often don't show dust easily, so it's easy to forget to clean them. Use a dry cloth to dust the fabric lampshades. If there is no visible dust, skip this step. Don't forget to check the base and the underside of the lamp for dust, as these areas tend to collect dust.

Picture Frames/Wall Decor

When dusting picture frames or wall decor, hold the frame with one hand to avoid it falling. It's common for frames to be slightly off-center, so hold them securely while dusting. For a faster and more thorough clean, use a dry cloth to wipe the frame, including any textured areas. Dust tabletop photos in the same manner, including the space under them.

Under, Behind and Around Sofa/Couch

Use a duster to clear any debris or objects that may have fallen under, besides, or behind the sofa. Items often fall into these areas, so be sure to arrange them neatly on nearby tables. Before vacuuming, use the duster to clear any debris in hard-to-reach spaces under or around the sofa.

Sofa/Couch/Armchair

If pet hair is visible on the sofa, remove it with a glove. If the cushions are removable, lift them and shake out any debris. If requested, vacuum the cushions. When vacuuming, make sure the vacuum lines are neat and visible.

Tidy Blankets and Cushions

Neatly fold blankets and place them on the armrest or backrest of the couch, or roll them up in a neat way. You can even fold them into a heart shape for added charm. Arrange cushions to be fluffy and place them upright rather than flat for a tidy appearance.

Sliding Glass Door (In & Out)

These are typically large glass doors connecting the kitchen or living room to the patio or garden. Clean both the inside and outside of the door thoroughly, as it's a highly visible spot in the room. Children's fingerprints and pet slobber are often found here.

Playroom

Kids Toys

Before vacuuming, pick up toys. If there's a toy box, put the toys inside, or place them neatly on a table or shelf. If there are too many toys, arrange them neatly in stacks or piles. Be careful not to dismantle puzzles or Lego sets unless directed to do so.

Bookshelf

If books are scattered, return them to the shelf or stack them neatly. Make sure the shelf looks tidy and organized.

Office

Slightly Organize the Desk

Be cautious around important documents on the desk. Do not move or touch them too much. Straighten pens or papers, and dust or wipe visible surfaces.

Leave Recyclable Paper in the Bin

Unless specifically instructed, do not remove recyclable paper or documents. There may be papers that need to be shredded.

PC Screen

Dust the top, back, and base of the PC monitor. Lightly dust the monitor screen, but do not wipe it.

Media Room/Rec Room/Gym

Tidy Up

Straighten blankets and cushions on the couch. Wipe down TV remotes and game controllers, and arrange them neatly.

Wipe Down Workout Machines

Lightly wipe down workout equipment.

Laundry Room/Mudroom (The priority is low, so just do a quick cleaning)

Sink

Just give a quick wipe. Make sure the faucet and handles shine.

Wipe Front and Top of Washer and Dryer

Wipe fingerprints off the surface of the washer and dryer. There's no need to spend much time here, just a quick wipe will suffice.

Clean Top, Side and Bottom of Washer and Dryer

Use a duster to clean the sides and underside of the washer and dryer. If there are detergent bottles or laundry items on top, straighten them.

Empty Garbage Bin

Be sure to empty the lint bin if there is one.

Clean Detergent, Fabric Softener, etc., if Needed

If detergent or fabric softener containers are dusty, wipe them.

Line Up Any Shoes

If there are shoes in the mudroom, line them up neatly.

Hallway/Entryway/Stairs

Vacuum Rugs and Vacuum Underneath

Vacuum both the rugs and the area under them. For large rugs, lift the corners and vacuum underneath.

Vacuum Stairs

For carpeted stairs, it's easier to remove the vacuum wand to make the vacuum shorter and more manageable. Use rubber gloves to pick up any debris along the edges of the stairs, and then vacuum.

Mop Stairs

For mopping stairs, it's quicker and easier to wipe them by hand rather than using a mop. (Hard floors)

Clean Railing/Banisters

The handrail on the stairs gets dirty with fingerprints, so wipe it down while going up (or down) the stairs. For glass staircases, clean the glass in the same way you would clean windows. If the lower part of the handrail is made of metal or wood, dust or wipe it with a damp cloth. The connection areas between the stairs and the railing often collect dust, so use a duster to clean those areas.

Clean Front Door & Windows

Wipe the front door and doorknobs. If the door is made of glass, clean it thoroughly.

Final Check

Are there any missed spots on the baseboards?

Are the tabletops and chairs clean?

Are there any fingerprints left on the glass staircase?

Have the picture frames and wall decor been dusted, and are they straightened?

Is there dust or toys left under the couch?

Is there any dust remaining on the TV stand, TV screen, surrounding areas, or the back of the TV?

Are there any fingerprints on the doorknobs or light switches?

- If there is a ceiling fan, have you remembered to dust it?
- Are the stairs clean, and are there any fingerprints on the stair glass or dark marks on the handrail?
- Are there any forgotten items like step stools, duster poles, dirty cloths, or sprays?
- Have the floors been vacuumed and mopped properly, with no footprints left behind?
- Have you turned off the lights?