

First-Time Cleans

___ Empty trash

- Bedrooms
- Bathrooms
- Kitchen
- Office
- Laundry Room

___ Deep Dusting

- De-cobwebbing
- Ceiling fans
- Light fixtures
- Vents
- Hand-wipe blinds/plantation shades
- Wipe tops and fronts of light switches and outlet covers
- Door faces, sides, and tops
 - Room doors
 - French doors
 - Glass exterior doors
- Baseboards
- Ledges (furniture, windows, woodwork)
- Windows
 - Ledges
 - *Glass (upon request)
 - *Inner window sill (upon request)

___ Bedrooms

- Housekeeping
 - Empty trash
 - Make beds
 - Fold blankets
 - Pick up small articles of trash
- Dusting
 - Sides and surfaces of hard-top furniture
 - Basic decor, including lamps
 - Knick knacks
 - Picture frames
 - Shelves/bookshelves
- Vacuum
- Mop if needed

___ Large, walk-in closets

- Dust if needed
- Vacuum

First-Time Cleans

___ Bathrooms

- Housekeeping
 - Empty trash
 - Tri-fold towels
 - Change out toilet paper if needed
 - Tidy up items on sink if necessary
- Scrub shower walls, tub, and glass
- Scrub sink and counters
- Wipe lower cabinets
- Polish mirror
- Clean toilet
- Jacuzzi tub
- Dust all furniture, decor, and ledges
- Vacuum if needed; hand-wipe floors

___ Living/Family/Dining Rooms + Office

- Housekeeping
 - Empty trash
 - Tidy up couch pillows
 - Fold blankets
 - Straighten magazines
 - Pick up small articles of trash
- Basic Dusting
 - Sides and surfaces of hard-top furniture
 - Basic decor
 - Media stands
 - Knick knacks
 - Picture frames
 - Lamps and lampshades
 - Shelves/bookshelves
- Vacuum
 - *Upholstery (upon request)
 - Floors
- Mop non-carpeted floors

___ Kitchens

- Scrub sink
- Scrub countertops
- Wipe cabinet fronts
- Outside of appliances
 - Fridge

First-Time Cleans

- Stove
- Dishwasher
- Microwave (inside as well)
- Wipe/polish equipment on counters
 - Coffee maker
 - Toaster
 - Etc.
- Wipe/polish stainless steel trash cans
- Tri-fold dish towels
- Dust pictures and furniture
- Wipe down table and chairs, including legs and chair rungs
- Empty trash
- Vacuum
- Mop

- Additional Tasks
 - Light fixtures/ceiling fans
 - Vents
 - Window ledges
 - Wipe down top of fridge
 - Hand wipe baseboards

___ Laundry Room

- Empty trash
- Wipe down appliances
- Edge vacuum around and behind appliances
- Clean utility sink
- Dust
 - Shelves and/or cabinets
 - Doors
 - Baseboards

___ Basement/Rec Room

- Housekeeping
 - Pick up small articles of trash
 - Empty trash
 - Tidy up any pillows
 - Fold blankets
 - Straighten magazines/books
- Dusting
 - Sides and surfaces of hard-top furniture
 - Basic decor, including lamps
 - Knick knacks

First-Time Cleans

- Picture frames
- Shelves/bookshelves
- Kitchenette — see Kitchen category above
- Vacuum and/or mop

Additional Requests/Instructions
