

### MOVE-IN/OUT CLEANING CHECKLIST

Cleaning Technician \_\_\_\_\_ Date \_\_\_\_\_

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#### **DETAIL CLEANING**

- \_\_\_ Clean vents returns
- \_\_\_ Clean the light switches all over the house
- \_\_\_ Ceiling fans clean
- \_\_\_ Light fixtures clean      \_\_\_ \*All French doors clean with glass cleaner
- \_\_\_ Windowsills clean
- \_\_\_ Blinds dusted
- \_\_\_ Furniture dusted with furniture polish
- \_\_\_ Cobwebs removed (from walls/corners)
- \_\_\_ Doorknobs cleaned
- \_\_\_ Clean both sides of the interior doors
- \_\_\_ Baseboards dusted/washed
- \_\_\_ Chair rails dusted/washed

#### **KITCHEN**

- \_\_\_ Appliances clean exterior
- \_\_\_ Cabinet doors-clean/polish
- \_\_\_ Clean microwave-inside/outside
- \_\_\_ Clean kitchen sinks
- \_\_\_ Polish all fixtures
- \_\_\_ Clean kitchen counters
- \_\_\_ Clean stove tops or oven clean
- \_\_\_ Wash baseboards
- \_\_\_ Clean top of the refrigerator / front/side and inside
- \_\_\_ Clean/wipe out the kitchen cabinets inside and outside
- \_\_\_ Clean/wipe out the kitchen drawers and remove all items

#### **BATHROOM**

- \_\_\_ Clean the bathroom mirrors (Last)      \_\_\_ Clean out the bathroom cabinets/drawers
- \_\_\_ Clean the bathroom sinks/counters
- \_\_\_ Clean/disinfect toilers/tub/showers
- \_\_\_ Clean/polish chrome-brass fixtures to a sparking clean
- \_\_\_ Clean the light fixtures
- \_\_\_ Sweep, mop, and vacuum all floors

Customer's signature \_\_\_\_\_ Satisfaction Guaranteed