



# Basic Cleaning Package

Cleaning Technician: \_\_\_\_\_ Job Location: \_\_\_\_\_

Cleaning Date: \_\_\_\_\_ Time Start: \_\_\_\_\_ Finish: \_\_\_\_\_

## Common Living Areas

- High Dust ceilings and corners for cobwebs.
- Dust and hand wipe furniture tops.
- Dust baseboards, chair rails, and door panels.
- Dust ceiling fans (within reach)
- Vacuum carpets.
- Vacuum and damp mop floors.
- Dust window sills.
- Dust picture frames.
- Dust and clean mirrors.
- Simple straightening of blankets/pillows/items.
- Shake out or vacuum throw rugs.
- Empty all trash.
- Other: \_\_\_\_\_

## Kitchen

- Dust surfaces.
- Dust window sills.
- Dust chair rails, cabinets, door panels, and baseboards.
- Clean and disinfect counter tops.
- Spot clean cabinet fronts.
- Clean and disinfect door knobs and switch plates.
- Clean and disinfect sink, shine faucet.
- Clean and disinfect microwave inside and out.
- Clean, disinfect, shine outside of oven & top of range.
- Clean, disinfect, and shine outside of dishwasher.
- Clean, disinfect, and shine outside of refrigerator.
- Clean and disinfect kitchen table.
- Vacuum and damp mop floors.
- Empty trash.
- Other: \_\_\_\_\_

## Bathrooms

- Dust window sills.
- Dust cabinets, door panels, and baseboards.
- Clean and disinfect surfaces.
- Spot clean cabinet fronts.
- Clean, disinfect, and shine showers and tubs.
- Clean and disinfect toilets inside and out.
- Clean and disinfect door knobs & switch plates.
- Shine fixtures.
- Vacuum and damp mop floors.
- Empty trash.
- Other: \_\_\_\_\_

## Bedrooms

- Dust surfaces.
- Dust and hand wipe furniture tops.
- Dust baseboards, chair rails, and door panels.
- Dust window sills.
- Vacuum carpets.
- Vacuum and damp mop floors (if non-carpet)
- Make beds.
- Empty trash.
- Other: \_\_\_\_\_

## Laundry

- Linens
- Towels
- Clothing
- Other: \_\_\_\_\_

## Notes: