



40 POINT CHECKLIST

ALL GENERAL AREAS:

(Living room, dining room, bedroom's, office's, etc.)

1. Vacuum Cobwebs/dust from Ceilings and Corners
2. Clean Ceiling fans and Light fixtures
3. Clean all Doors completely, wipe top door frame ledges
4. Clean front door, back, side doors and/or slider door(s) & its tracks thoroughly
5. Clean fireplace mantel and glass doors only, never vacuum inside fireplace ash
6. Clean on top of water heater and surrounding area
7. Move (when possible) Washer and Dryer to vacuum and mop behind each item, also inside when necessary
8. Clean/disinfect Switch Plates and Outlet Covers
9. Clean all Blinds and Window Coverings
10. Clean Windows; if tabs on sides of window ledge allow to flip inward clean all sides of glass, tracks, sills, lock ledge windows must look new
11. Vacuum and wipe all Chair rails, Handrails, Baseboards
12. Vacuum out Floor Vents & Clean Vent Covers, Clean Air Filter Area and replace when they have new filter for it
13. Vacuum Carpet leaving a professional triangle pattern
14. Mop all flooring and spray fabric spray on carpets

KITCHEN:

15. Clean Light fixtures, Ceiling Fans, Cobwebs in corners
16. Clean Blinds & Windows, locks ledges, sills
17. Clean Exterior of Cabinets starting from top (to include cleaning on top of cabinets when applicable)

18. Clean Interior of Cabinets, drawers, turntables (only when empty, otherwise open, and clean inside cabinet doors and wipe inside ledges of lived in homes)
19. Clean Pantry, vacuum cobwebs, wipe shelves, baseboards/floors by hand
20. Clean/Disinfect Microwave Inside and Out
21. Clean ON TOP of Fridge, Pull Out to Clean BEHIND (if live in cleaning and fridge is full only pull out if easily rolls forward), Courtesy Wipe out INSIDE of fridge
22. Clean Stovetop, Rangehood, Courtesy Wipe Out Oven
23. Clean BEHIND Oven by pulling out & wiping down sides
24. Clean Inside lip of Dishwasher
25. Clean Backsplash, Clean and Polish Counters
26. Polish Stainless-Steel Appliances
27. Clean Sink and descale faucet, Vacuum & Mop Out

BATHROOMS:

28. Vacuum Ceiling Vent
 29. Clean Light Fixtures
 30. Wipe Walls, Doors, Cabinets Inside and Out
 31. Clean Mirrors and any Shower Door Glass
 32. Clean Sinks Backsplash and Counters
 33. Polish Counters
 34. Clean Switch plates and Outlet Covers
 35. Clean Toilet inside/out with toilet paper only, no rags
 36. Clean Tub/Shower Grout, Tiles, Walls, Door Frame
 37. Dust Toilet Paper Holder, Make Flower Out Of Toilet Paper
 38. Remove and Replace Garbage Can Liner
 39. Nicely Face Items like Soap Bottles etc
- ***** PRESENTATION IS EVERYTHING *****
40. Check your work, go thru this list, then check your partners work and have them check yours with this list so NOTHING gets missed