



Bathrooms

- Remove all garbage
- Vacuum floor thoroughly and mop, return on our hands and knees
- Clean shower thoroughly with appropriate cleaner, using Comet or Clorox Cleanup where necessary, shine hardware and glass
- Clean vanities thoroughly with appropriate cleaner, polish faucets
- Dust Toiletries
- Clean soap dishes and check/clean toothbrush holder
- Dust light fixtures, check bulbs for dust, use feather duster where appropriate
- Clean all mirrors, check for streaks
- Clean toilet thoroughly, including inside bowl, under rim, and bottom of toilet bowl
- Dust/clean baseboards, doors, and door jam
- Dust blinds/shutters and windowsills
- Check perimeters of room for spider webs

Bedrooms

- Dust/Pledge all furniture
- Dust toiletries, picture frames, lamps and lamp shades
- Dust/clean baseboards, doors, and door jam
- Clean all mirrors (check for streaks)
- Change sheets and make bed.
Put dirty sheets in laundry (place in washer/dryer if requested)
- Dust blinds/shutters and windowsills, spot clean windows (interior)
- Check/clean light fixtures and ceiling fans
- Remove all garbage
- Vacuum floor thoroughly and mop, if necessary
- Check perimeters of room for spider webs



Living Room, Den and Family Rooms

- Dust all furniture
- Dust picture frames, lamps and lampshades
- Clean baseboards, chair rails, and ledges, doors, door jam
- Check/clean all mirrors
- Rotate pillows and check under cushions, vacuum when necessary (pets)
- Dust blinds/shutters and windowsills
- Check/clean light fixtures and ceiling fans
- Remove any garbage
- Vacuum floor thoroughly and mop, if necessary
- Check perimeters of room for spider webs

Kitchen

- Clean all countertops with appropriate cleaner
- Wipe down all cabinets with appropriate cleaner
- Wipe down outside of dishwasher, oven, front, top and sides of refrigerator
- Clean countertop appliances inside and out, e.g. microwave, toaster oven, coffee pot
- Clean baseboards, door and door jam
- Check/clean perimeters of room where wall and floor meet, get behind doors, under counters, in corners and check for spider webs
- Dust blinds/shutters and windowsills
- Check/clean light fixtures and ceiling fans
- Remove trash
- Vacuum floor thoroughly and mop



Detailing

- Arrange medicine bottles, perfume bottles, toiletries nicely on surfaces
- Throw away any discarded tissue paper or garbage that cannot be vacuumed
- Make sure that the vacuum lines are straight and orderly
- Check that all surfaces are dry
- Check that all picture frames are straight on the wall and on tables
- Make sure that there are no clothing, shoes or toys where they do not belong such as on floors, tables and under high beds (visibly dirty clothes go in hampers, small amounts of clean clothing get folded neatly and placed on bed)
** if there are larger amounts of clothing do not fold, just place on the bed.
- Make sure that all CDs, DVDs, and books are stacked largest on bottom to smallest (to avoid toppling over) and straightened.