

Instructions on how to fill out: First indicate which cleaning you would like, after that please send by email, you can also add things from the deep cleaning or take out as well.

FURNISHED HOUSE/APARTMENT

BASIC CLEANING

- 1. Bathrooms:** Wash and disinfect from top to bottom. Light Fixtures, Mirrors from top to bottom, Sink, Counters, Toilet, Cabinets exterior surfaces, Showers Walls, floors & Doors, Towels and Toilet Paper Handle and Wash Floors.
- 2. Kitchen:** Cabinets outside, Refrigerator outside & top, Stove, Oven outside, Microwave In & Outside, Small Oven In & Outside, Small appliances outside, Counter tops and Sink.
- 3. Bedrooms:** Dusting all furniture around, change sheets (Please leave new sheets on top of the bed) Vacuum carpets and floors.
- 4. Dusting:** all furniture, decoration, picture frames and Window Sills around the house.
- 5. Blinds and shutter wood blinds:** We clean both sides of all the horizontal blinds around the house. **The vertical blinds only the top is cleaned.**
- 6. Baseboards:** We wash baseboards in the common areas of the house.
- 7. Laundry Room:** Sweep floors and wipe down washer and dryer
- 8. Carpets:** Vacuuming of all carpets around the house.
- 9. Floors:** Vacuum & Wash of all floors around the house.

DEEP CLEANING INSTRUCTIONS BY REQUEST

- 1. Ceiling Fans:** We wash all the fans blades around the house (we need proper ladder).
- 2. Baseboards:** We wash all the baseboards in the house including bedrooms and carpets areas.
- 3. Doors & Door Frames:** We wipe down or wash with soap and water all the doors & door frames around the house.
- 4. High Furniture:** We clean top of any high furniture you may have at your home.
- 5. Deep cleaning Fridge:** we will wash the fridge and freezer taking everything out, and reorganize everything.
- 6. Light cleaning Fridge:** we will wipe down the fridge inside, around everything (freezer is not included, and nothing will be taken out)
- 7. Top of the cabinets**
- 8. Sliding doors:** clean sliding doors inside & outside including screen & tracks
- 9. Patio:** Sweep floors and clean all furniture

EMPTY HOUSE/ APARTMENT CLEANING

1. **Bathrooms:** wash and disinfect from top to bottom. Light Fixtures, Mirrors from top to bottom, Sink, Counters, Toilet, Cabinets in & out surfaces, Showers Walls, floors & Doors, Towels and Toilet Paper Handle and Wash Floors
2. **Kitchen:** Wash with soap/water Cabinets in, out & top, Refrigerator in, out & top, Stove, Oven inside (make sure to put on self-clean 2 days in advance), Microwave In & Outside, Counter tops and Sink.
3. **Bedrooms:** Dusting of all closets, Windows Sills, Vacuuming & Wash the floors.
4. **Dusting:** Window Sills around the house.
5. **Blinds:** We clean both sides of all the horizontal blinds around the house. We do not clean vertical blinds.
6. **Ceiling Fans:** We wash all the fans blades around the house (we need proper ladder).
7. **Baseboards:** We wash all the baseboards around the house.
8. **Doors & Door Frames:** We wipe all the doors & door frames around the house.
9. **Laundry Room:** Sweep floors and wipe down washer and dryer.
10. **Floors:** Vacuum & Wash all wood & tile floors around the house.
11. **Slidding Doors:** clean sliding doors inside & outside including screen & tracks

OFFICE CLEANING (SPECIALIZED IN ANY AREAS THAT YOU NEED TO CLEAN)

1. **Bathrooms:** We will clean the ceiling extractor where the lights are with a broom or a swifter, , we will clean & disinfect the bathrooms from top to bottom cleaning toilets, sinks, countertops & mirrors, doors & door frames & wash the floors.
2. **Waiting Room:** vacuum the single sofa chairs, Clean Windows inside and outside, Clean all glass doors inside and outside, vacuum and clean all the wood floors.
3. **Office:** clean all office furniture & chairs, picture frames and Window Sills, Move papers to clean under it and put it back to its place, wood decoration, Wipe computers and clean screen with a swifter, dust shelves, vacuum and clean all the wood floors.
4. **Kitchen:** We will clean fridge inside/outside, in the kitchenette area we will wipe down the table, clean the microwave inside and outside & clean the sink.
5. **Warehouse area:** We will wipe down the shelves in the first cleaning (going forward after first cleaning dust with swifter) and sweep all the floors in the warehouse area.

OTHER CLEANING SERVICES

1. **Window Cleaning** (Call to schedule your estimate today)
2. **Handyman Services**
3. **Organize and Clean Closets/Garage**
4. **Party Attendance** (We help the host to clean during and after the party)