

The Queen of Clean LLC

Ongoing cleaning checklist

Date: _____



Any additional notes:

Every Clean	Every Other Clean

How Often Cleaned:

Bedrooms:

- Vacuum or sweep and mop floors
- Beds made
- Linens changed if fresh sheets set out
- All areas dusted (all items moved and put back)
- Mirrors cleaned and streak free
- Window sills wiped down
- Trash emptied
- Baseboards wiped down or dusted
- Lampshades wiped down or dusted
- Fingerprints removed from all woodwork
- Light fixtures wiped down and cleaned
- Blinds wiped down and cleaned
- Cobwebs cleared around all walls and floors

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How Often Cleaned:

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- Blinds wiped down and cleaned
- Cobwebs cleared around all walls and floors

All other living areas:

- All areas dusted
- Upholstered furniture vacuumed
- Leather furniture wiped down
- Cushions and pillows fluffed and straightened
- Floors vacuumed or swept and mopped
- Baseboards wiped down or dusted
- Window sills cleaned
- Fingerprints wiped from all woodwork
- Door frames and switch plates wiped down
- Light fixtures checked and wiped down
- Blinds wiped down or dusted
- Cobwebs cleared around all walls and floors
- Light general straightening completed

Every Clean	Every Other Clean

How Often Cleaned:

Bathroom:

- Sink and Countertops cleaned and disinfected
- Tub and Showers cleaned and disinfected
- Fixtures shined
- Toilets disinfected inside and out
- Mirrors cleaned and streak free
- Window sills wiped down
- Trash emptied
- Baseboards wiped down or dusted
- Sweep and mop or vacuum floor
- Fingerprints removed from all woodwork
- Cabinets cleaned
- Light fixtures checked and cleaned
- Blinds checked and cleaned
- Cobwebs cleared around all walls and floors

Every Clean	Every Other Clean

How Often Cleaned:

Kitchen:

- Sink and Countertops cleaned and disinfected
- Cabinet fronts wiped or dusted
- Floor vacuumed or swept and mopped
- Exterior of all appliances cleaned
- Small appliances wiped
- Table and chairs wiped down
- Window sills cleaned
- Baseboards wiped down or dusted
- Trash can emptied and wiped down
- Light fixtures checked and wiped down
- Blinds wiped down or dusted
- Cobwebs cleared around all walls and floors