

R.D.C. Hourly Checklist

Please use this form to provide us with a starting point for your hourly service. Time varies on most tasks, based on the condition of the items that needs to be cleaned. Please place Alphabetic Order (A, B, C, D, etc.) for each Room Priority, and please place numerical order (1,2,3,4,etc.) for each Item Priority.



<i>(Master Br/ Living Rm/Common Areas 20-30mins ea Regular Br 15-20mins ea.) Rooms</i>	Master Bedroom	Other Bedrooms	Living Room	Common Areas
All rooms receives the following. ** are considered extras. Additional charges apply.				
General straightening of room				
Mirrors and Glass furniture cleaned and polished				
All accessible furniture and knick knacks cleaned and polished				
Carpeted areas sweep & vacuumed				
Hardwood/Vinyl floors cleaned and disinfected				
Windowsills cleaned				
Empty Wastebaskets				
**Making of Beds (Change Linens if left on bed) <i>5mins</i>				
**Dust Baseboards <i>Time Varies</i>				
**Window Cleaning (Reachable inside only) <i>Time Varies</i>				
BATHROOMS: (Master Ba 45-60mins, Regular Ba 30-45mins; .5 Ba 15mins ea)	Master Bathroom	Second Bathroom	Guest Bathroom	Other Bathroom
** are considered extras. Additional charges apply.				
Bathtubs and Showers scrub cleaned and sanitized.				
Toilets cleaned and disinfected inside and out				
Sinks & Counter-tops cleaned disinfected and polished				
Mirrors cleaned and polished				
Floors swept and mopped.				
Clean all cabinets (Out) (**In/Out) <i>Out Only 5mins, **In/Out 10mins</i>				
<i>(KITCHEN: 45-60mins)</i>	<i>Additional Service Request:</i>			
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Load the dishwasher (must be empty)				
Clean appliances exteriors				
Cabinet faces and doors wiped down				
Floors swept and mopped.				
Deep Clean Oven & Stove (In/Out/Both) <i>In/Out 30mins Out Only 15mins</i>				
Deep Clean Refrigerator (In/Out/Both) <i>In/Out 30mins Out Only 5mins</i>				
Clean All Cabinets & Pantry (In/Out/Both) <i>In/Out 15mins Out Only 10mins</i>				