



2575 W US 22-3 Suite G Maineville, Ohio 45039 Office# 513-683-8888

New Clean Check List

- **Pay close attention to the special notes from the office on the customer sheet(s)**
- Vacant, Move In, and Move Out specifics are at the end of this document
- **Kitchen**
 - ✓ Cabinet Doors, hutches, tables, chairs
 - ✓ Stoves - Read notes for inside oven instructions
 - ✓ Refrigerators - Top and Sides, Read notes for inside fridge and freezer instructions
 - ✓ All counters, sink, appliances, shelves, window sills
 - ✓ Floors - General rule is to always hard mop high traffic areas (micro is not enough!). Then dry with a blue micro fiber. Use same blue micro to on any other hard floor surface that doesn't require hard mop. Make sure not to leave debris behind.
 - ✓ Baseboards, woodwork, light fixtures, light switches, walls, doors (both sides)
 - ✓ Windows - sills every time, check for obvious smudges, finger prints, etc.
- **Bathroom(s)**
 - ✓ Fixtures - Sink, Mirror, Toilet, Bathtub / Shower, walls
 - ✓ Shower Door (including the chrome tracks)
 - ✓ Try to spray and scrub the bottom of the curtain if possible
 - ✓ Baseboards, woodwork, light fixtures, light switches, walls, doors (both sides)
 - ✓ Windows - sills every time, check for obvious smudges, finger prints, etc.
- **Dusting/Trash/Beds in all rooms**
 - ✓ Furniture, Shelves, Bed Frames, Ceiling Fans
 - ✓ Baseboards, woodwork, light fixtures, light switches, walls, doors (both sides)
 - ✓ Bed-making when sheets are left out or based on special instructions
 - ✓ Windows - sills every time, check for obvious smudges, finger prints, etc.
 - ✓ Empty all trash in every room and replace bags.
 - ✓ Change sheets and make beds by customer request
- **Vacuuming / Flooring**
 - ✓ Edge every room and space both high and low. *Exception is smaller bathroom that can be done by hand.
 - ✓ Use the green frilly on hard surfaces, under counter edges, furniture, etc.
 - ✓ All carpeted areas should be vacuumed with even lines no foot prints!
 - ✓ Couches and cloth covered furniture - under cushions and under the piece(s)
 - ✓ Don't forget to address corner areas of rooms for cob webs and debris
- **Vacant / Move In or Out - Empty of furniture**
 - ✓ Vacuum or wash the inside of closets and cabinets including shelves, baseboards, etc.
 - ✓ Check notes for instructions on basement, garage area, enclosed porch, oven, refrigerator, windows, etc.

