



General Cleaning Checklist

Monthly maintenance task: _____
(for weekly and biweekly clients only)

KITCHEN

- Dust Visible Baseboards/Doors/Door Frames
- Dust Light Fixtures/ Fans
- Dust Window Sills, Frames/Latches
- Dust Blinds With Microfiber Duster
- Dust Furniture and Wall Decor
- Clean Appliance Fronts
Oven (top/front of oven), Microwave, Dishwasher
- Wipe Inside Microwave
- Clean and Disinfect Sink/Faucet
- Table Top Wiped Clean, Chairs Dry Dusted
- Countertops Wiped Down
***Heavy clutter or decor will be wiped around
- Empty Trash/ Replace Liner (client's)
- Vacuum/ Mop Visible Floors
- Vacuum All Rugs In Kitchen and Entryway

BATHROOMS

- Dust Visible Baseboards/Doors/Door Frames
- Dust Light Fixtures/Fans
- Dust Window Sills, Frames/Latches
- Dust Blinds With Microfiber Duster
- Dust Furniture and Wall Decor
- Spot Wipe Cabinets Fronts
- Clean and Disinfect Sink/Faucet
- Mirror Wiped
- Counter Tops Wiped Down
***Heavy clutter or decor will be wiped around
- Tidy bathroom items
- Scrub Shower/ Tub/ Fixtures
***Heavy soap scum/water build up/staining/mildew may require an additional fee or hiring a separate tile and grout restoration specialist.
- Clean and Disinfect Toilet
- Empty All Trash/ Replace Liner (ours)
- Vacuum/ Mop Visible Floors

Please Read This Important Information:

Maintaining the safety of our staff is a priority for All Spruced Up Cleaning Co. We must implement/omit certain practices to keep our team members safe as well as comply with our liability insurance and OSHA regulations. All Spruced Up Cleaning Co. LLC is unable to move any appliances (dishwasher, stove, washer/dryer) or large furniture to clean underneath. We do not move large sectionals, heavy and antique furniture, large tv stands, we do not wipe TV screens, move easily breakable antique decor, open and close windows or drawers/closets. At this time we do not wash dishes, offer laundry services, or clean/remove pet waste. If there is a task you need extra help with that is not listed on our checklist please contact the office at 330-397-2815 and we will try our best to be accommodating to your needs!

CLEANING COMPLETED BY : _____

ADDITIONAL NOTES: _____

BEDROOMS

- Dust Visible Baseboards/Doors/Door Frames
- Dust Light Fixtures/ Fans
- Dust Window Sills, Frames/Latches
- Dust Blinds With Microfiber Duster (reachable)
- Dust Furniture and Wall Decor
*** Heavy clutter will be wiped around
- Empty Any Trash/ Replace Liner (ours)
- Tidy Bed
- Tidy Shoes, Clothes Left Out/Other Items If Needed
- Vacuum/ Mop Visible Floors

LAUNDRY ROOM

- Dry Dust Visible Baseboards/ Doors/ Door Frames
- Dry Dust Blinds With Microfiber Duster
- Dust Reachable Shelves and Wall Decor
- Sanitize Utility Tub/Sink
- Wipe Down Countertops
- Wipe Tops Of Washer/Dryer
- Sweep Floors/ Mop Visible Floors

OTHER LIVING SPACES

Hallways, Entryway, Living Room

- Dry Dust Visible Baseboards/ Doors/ Door Frames
- Dry Dust Banisters/Railing
- Dry Dust Furniture and Wall Decor (reachable)
- Dry Dust Blinds With Microfiber Duster
- Wipe Tops of End Tables/Furniture
- Slight Tidy of Blankets and Pillows
- Vacuum Steps
- Vacuum/Mop Visible Floors

Additional Services

**Available Upon Request/Additional Fee Required
24 hour notice is required (please contact the office)**

- Oven Deep Clean (starting at \$50)
- Refrigerator/Freezer Deep Clean (starting at \$50)
- Tidy Fee (starting at \$25)
- Full Interior Window Cleaning (\$6-\$12 a window)
- Hand Wiping Blinds (\$20 per blind)
- Hand Wiping Baseboards (price varies)
- Kitchen Pantry/Cabinets Organization
- Kitchen Cupboards wiped down (outside only)
- Door Detail (front entryway, sliding glass door)