



# Move In/Out Cleaning Checklist

On behalf of our team, we would like to congratulate you on your new home, or selling your current home! Thank you for trusting our team to Spruce It Up :)

## KITCHEN

- High Dust Visible Cobwebs
- Hand Wipe Baseboards
- Floor Vents Hand Wiped (high vents dusted)
- Hand Wipe All Doors/Door Frames
  - Front/Back/handles
- Hand Wipe Inside Closets/Pantry
  - Dust any cobwebs
  - Hand Wipe Shelves/wood work
- Hand Wipe Light Fixtures/ Fans (reachable with 2 step ladder)
- Hand Wipe Light Switch/Outlet Covers
- Hand Wipe Window Sills, Frames/Latches
  - Use grout brush if needed on latches
- Dust Blinds With Microfiber Duster
- Scrub Appliances (top/front/sides)
  - Oven
  - Microwave
  - Dishwasher
- Scrub Inside of Microwave
- Clean Fridge
  - Top, sides, base/kickplate grill (if reachable) We do not move appliances
  - Extra focus on ice/water tray
  - Handles/Inner door where fingerprints are
- Clean and Disinfect Sink/Faucet
  - Extra detail around faucet, handles, ledges, and drain.
  - Hand Wipe window glass near sink (if applicable)
- Table Sprayed and Wiped (if applicable)
- Chairs Wiped Down (if applicable)
- Cabinets Wiped Down
  - \*\*If more than 12 cabinets need wiped an extra fee may apply**
    - Fronts/sides/focus on handle area
    - INSIDES wiped down **(if extra scrubbing is required- an additional fee may apply)**
- Backsplash Scrubbed
- Countertops Scrubbed then re-wiped
- Countertops Appliances Wiped Down and Cleaned UNDER if Moveable
- Empty Trash/ Replace Liner (client's)
- Vacuum/ Mop Visible Floors (move rugs)
- Vacuum Under and Top of All Rugs In Kitchen and Entryway

Who cleaned this area: \_\_\_\_\_

Circle if add on was completed: fridge/freezer deep clean / inside oven deep clean

## BATHROOMS

- High Dust Visible Cobwebs
- Hand Wipe Baseboards
- Floor Vents Hand Wiped (high vents dusted)
- Hand Wipe All Doors/Door Frames
  - Front/Back
- Hand Wipe Inside Closets
  - Dust any cobwebs
  - Hand Wipe Shelves/wood work
- Hand Wipe Light Fixtures/ Fans (reachable with 2 step ladder)
- Hand Wipe Light Switch/Outlet Covers
- Hand Wipe Window Sills, Frames/Latches
  - Use grout brush if needed on latches
- Hand Wipe Cabinets (front, sides and inside)
  - Check floor underneath if reachable
- Scrub and Disinfect Sink/Faucet
  - Extra detail around faucet, handles, and drain
- Mirror Frame and Glass Hand Wiped
- Counter Tops Scrubbed Down
- Scrub Shower/ Tub/ Fixtures
  - Focus on ledges, top of shower head, grout brush in all corners, seats/soap ledges.
- \*\*\*Heavy soap scum/water build up/staining/mildew may require an additional fee or hiring a separate tile and grout restoration specialist. We may be unable to remove mold/discoloration from caulking.**
- Clean and Disinfect Toilet
  - Wipe down plumbing line
  - Wipe behind toilet/baseboards/walls/cabinet directly next to toilet
  - Wipe down toilet bowl brush holder
- Empty All Trash/ Replace Liner (ours)
- Vacuum/ Mop Visible Floors
  - Move rugs to mop

Who cleaned these areas: \_\_\_\_\_

Circle if add on was completed: hand wipe blinds / inside glass wiped down

## BEDROOMS

- High Dust Visible Cobwebs
- Hand Wipe Baseboards
- Floor Vents Hand Wiped (high vents dusted)
- Hand Wipe All Doors/Door Frames
  - Front/back/handle
- Hand Wipe Inside Closets
  - Dust any cobwebs
  - Hand Wipe Shelves/wood work
- Hand Wipe Light Fixtures/ Fans (reachable with 2 step ladder)
- Hand Wipe Light Switch/Outlet Covers
- Hand Wipe Window Sills, Frames/Latches
  - Use grout brush if needed on latches
- Hand Wipe Any Furniture and Wall Decor (mirrors)
- Rugs (should be moved, swept under, replaced and swept on top.\*\*If not movable fold all corners in)
- Empty Any Trash/ Replace Liner (ours)
- Vacuum/ Mop Floors

Who cleaned these areas: \_\_\_\_\_

Circle if add on was completed: hand wipe blinds / inside glass wiped down

## LAUNDRY ROOM

- High Dust Visible Cobwebs
- Hand Wipe All Baseboards/ Doors/Door Frames
- Floor Vents Hand Wiped (high vents dusted)
- Hand Wipe All Doors/Door Frames
  - Front/back/handle
- Hand Wipe Inside Closets
  - Dust any cobwebs
  - Hand Wipe Shelves/wood work
- Hand Wipe Light Fixtures/ Fans (reachable with 2 step ladder)
- Hand Wipe Light Switch/Outlet Covers
- Hand Wipe Window Sills, Frames/Latches
  - Use grout brush if needed on latches
- Scrub Utility Tub/Sink and Countertops
- Hand Wipe Cabinets (inside and out)
- Wipe Tops and Fronts Of Washer/Dryer
  - Extender Duster underneath, sides and behind if it fits
- Sweep Floors/ Mop Visible Floors/Move Rugs

Who cleaned this area: \_\_\_\_\_

Circle if add on was completed: hand wipe blinds / inside glass wiped down

## OTHER LIVING SPACES

### Hallways, Entryway, Living Room

- High Dust Visible Cobwebs
- Hand Wipe Baseboards
- Floor Vents Hand Wiped (high vents dusted)
- Hand Wipe All Doors/Door Frames
- Hand Wipe Inside Closets
  - Dust any cobwebs
  - Hand Wipe Shelves/wood work
- Hand Wipe Light Fixtures/ Fans (reachable with 2 step ladder)
- Hand Wipe Light Switch/Outlet Covers
- Hand Wipe Window Sills, Frames/Latches
  - Use grout brush if needed on latches
- Wipe Banisters/Railing
  - Can Polish If Provided By Client
- Hand Wipe Wall Decor (reachable 2 step ladder)
- Dry Dust Blinds With Microfiber Duster
- Rugs (should be moved, swept under, replaced and swept on top.\*\*If not movable fold all corners in)
- Vacuum Steps
- Vacuum/Mop Visible Floors

Who cleaned these areas: \_\_\_\_\_

Circle if add on was completed: hand wipe blinds / inside glass wiped down/ door detail

## Additional Services

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

- Oven Deep Clean
- Refrigerator/Freezer Deep Clean
- Interior Glass Window Cleaning (we are not permitted to open or tilt in any windows)
- Door Detail (front entryway, sliding glass door INSIDE AND OUTSIDE GLASS+ track)
- Hand Wipe Blinds

## 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 and your home safe. Our policies and FAQ's were given during the estimating process. 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 (inside glass only), or open 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!

**MOVE IN/OUT CLEANING COMPLETED BY OUR AWESOME TECHS :** \_\_\_\_\_

**ADDITIONAL NOTES/AREAS THAT DIDN'T COME CLEAN/CONCERNS:** \_\_\_\_\_

An office team member will be in contact within 24 business hours to follow up with you! Our operation hours are M-F 8am-4pm. If you have any questions or would like to schedule for routine cleanings they will address that then!

It was a true pleasure sprucing up for you today! Not 100% happy with your cleaning, No worries!! We will come back to fix it. Please call/text the office within 24 hours 📞 330-397-2815 with any concerns.

*Want to earn free or discounted cleanings? Ask about our referral program.*



***Your support today helped someone in our community who is going through cancer treatment get a free house cleaning on us! Without the support of our clients, we would not be able to help these patients through the most challenging time in their lives. So from the bottom of our hearts- Thank you for your support***