

[YOUR BUSINESS NAME]

CLEANING SCHEDULE

Daily, every visit and monthly — what gets done, and when

Home: _____ Plan: [weekly / every two weeks / monthly]

Visit day: _____ Cleaner(s): _____ Start date: _____

DAILY (THE CLIENT, BETWEEN VISITS)

- ☐ Make the beds
- ☐ Wipe kitchen counters and the stovetop after cooking
- ☐ Wash the dishes or run the dishwasher
- ☐ Wipe the bathroom sink and counter
- ☐ Sweep the kitchen floor
- ☐ Take out the trash
- ☐ A ten-minute tidy before bed

EVERY VISIT

- ☐ The whole house cleaning checklist: dust, wipe, vacuum, mop, kitchen, bathrooms
- ☐ Change the bed linens
- ☐ Clean mirrors and glass doors
- ☐ Hang fresh towels
- ☐ Take out the trash and recycling

EVERY OTHER VISIT

- ☐ Vacuum upholstery and under the cushions
- ☐ Dust blinds and window frames
- ☐ Wipe baseboards in the busy rooms
- ☐ Wipe the inside of the trash cans
- ☐ Dust the tops of door frames and tall furniture

MONTHLY

- ☐ Inside the oven
- ☐ Inside the fridge — shelves, drawers and door seals
- ☐ Wash the shower curtain or liner
- ☐ Wash ceiling fan blades, vents and light fixtures
- ☐ Wipe walls, doors and switch plates

- | |
|--|
| ☐ Clean inside windows and tracks |
| ☐ Vacuum under and behind furniture |
| ☐ Descale the kettle and coffee maker |
| EVERY SEASON |
| ☐ A deep clean — see the deep cleaning checklist |
| ☐ Behind and under the fridge and stove |
| ☐ Wash windows outside |
| ☐ Flip or rotate mattresses |
| ☐ Wash curtains and clean blinds slat by slat |
| ☐ Scrub tile grout |
| Check off the monthly and seasonal lines as they're done so the client can see what's coming next visit. |
| [Your business name] · [Your phone] · [Your website] |

Free checklist from zarla.com/guides/house-cleaning-checklist. Replace every [bracketed] line. Put this list on your website as your services list, so customers know what a clean includes before they call: zarla.com/website-builder/cleaner