

[YOUR BUSINESS NAME]

# HOUSE CLEANING CHECKLIST

*Standard clean — what's included on every visit*

Client: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_ Cleaner(s): \_\_\_\_\_ In: \_\_\_\_\_ Out: \_\_\_\_\_

## EVERY ROOM

- ☐ Dust all reachable surfaces, shelves and decor
- ☐ Dust ceiling fans, light fixtures and vents you can reach
- ☐ Wipe light switches, door handles and door frames
- ☐ Wipe window sills and ledges
- ☐ Spot-clean fingerprints and marks on doors and walls
- ☐ Empty trash cans and put in fresh liners
- ☐ Vacuum carpets and rugs, including edges
- ☐ Vacuum and mop hard floors
- ☐ Straighten cushions, throws and anything out of place

## KITCHEN

- ☐ Wipe and disinfect countertops and backsplash
- ☐ Clean the outside of the fridge, oven, dishwasher and hood
- ☐ Clean the microwave inside and out
- ☐ Clean the stovetop, burner grates and control knobs
- ☐ Scrub and shine the sink, faucet and drain
- ☐ Wipe cabinet fronts and handles
- ☐ Wash dishes left in the sink, or load the dishwasher (if agreed)
- ☐ Wipe the table and chairs
- ☐ Sweep and mop the floor

## BATHROOMS

- ☐ Scrub and disinfect the toilet — bowl, seat, lid, base and behind
- ☐ Clean the shower and tub, walls, door or curtain liner
- ☐ Clean the sink, faucet and counter
- ☐ Clean mirrors and glass

- ☐ Wipe cabinet fronts and towel bars
- ☐ Empty the bathroom trash and put in a fresh liner
- ☐ Hang fresh towels if the client left them out (if agreed)
- ☐ Sweep and mop the floor, including behind the door

### **BEDROOMS**

- ☐ Make the beds — change the linens if fresh ones are left out
- ☐ Dust nightstands, dressers, headboards and lamps
- ☐ Tidy surfaces and straighten what's out of place
- ☐ Vacuum under the edge of the bed as far as you can reach

### **LIVING AND DINING ROOMS**

- ☐ Dust the TV, consoles and electronics with a dry cloth
- ☐ Wipe tables and polish wood surfaces
- ☐ Vacuum sofa cushions and under them (if agreed)
- ☐ Dust picture frames, lamps and shelves

### **ENTRY, HALLWAY AND STAIRS**

- ☐ Vacuum the stairs and landings
- ☐ Shake out or vacuum door mats
- ☐ Wipe banisters and handrails
- ☐ Wipe the front door inside

### **LAUNDRY ROOM**

- ☐ Wipe the tops and fronts of the washer and dryer
- ☐ Clean the laundry sink
- ☐ Sweep and mop the laundry floor

### **BEFORE YOU LEAVE**

- ☐ Walk every room against this list
- ☐ Put supplies away and take your trash with you
- ☐ Lights off, doors locked, alarm set as the client asked
- ☐ Leave your note, or text the client that you're done

Not included in a standard clean: inside the oven, inside the fridge, inside windows, washing walls, baseboards, blinds, and washing or folding laundry. Add them as extras, or book a deep clean.

**[Your business name] · [Your phone] · [Your website]**