

101 Point Checklist

Name:

Staff:

Date:

Comments:

LIVING ROOM, DINING ROOM, OFFICE & DEN

- Temperature control unit wiped
- Molding and corners dusted
- Baseboards wiped clean
- Ceiling, wall and floor vents vacuumed
- Walls and doors cleaned
- Light fixtures dusted and cleaned inside and out (if removed by client)
- Switch plates and power outlets wiped
- Inside windows cleaned, window sills wiped and blinds dusted
- Garbage emptied - garbage bag replaced
- Floors vacuumed and / or mopped

HALLWAYS & CLOSETS

- Closet doors / tracks cleaned (mirror doors cleaned)
- Closet floors vacuumed (including baseboards and corners)
- Hanger racks / rods cleaned
- Molding and corners dusted
- Baseboards wiped clean
- Ceiling, wall and floor vents vacuumed
- Walls and doors cleaned
- Light fixtures dusted and cleaned inside and out (if removed by client)
- Switch plates and power outlets wiped
- Inside windows cleaned, window sills wiped and blinds dusted
- Floors vacuumed and / or mopped

Signed:

KITCHEN

- Faucet and sink cleaned and polished
- Exterior drain and drain stopper cleaned
- Counters wiped - all items removed and replaced
- Inside fridge cleaned (shelves and drawers cleaned, freezer cleaned w/o defrosting)
- Outside fridge cleaned (top, behind, sides, gaskets and door hinges)
- Fridge coils and vents vacuumed (behind fridge)
- Nook where fridge sits cleaned (walls, sides, floors)
- Inside stove cleaned (stove door, interior racks and warming drawer)
- Outside stove cleaned (drip pans, coils, cook top, exterior door and electronics panel)
- Exhaust vent cleaned (side cupboard areas, filter cleaned and/or replaced)
- Nook where stove sits cleaned (walls, sides, floors)
- Inside dishwasher cleaned (interior walls, wire baskets, debris-free drain)
- Outside dishwasher cleaned (front panel, top, interior lip, sides, gaskets and hinges)
- Dishwasher control panel wiped, buttons and dials cleaned
- Every cupboard cleaned inside and out
- Cupboard door hinges cleaned
- Cupboard handles cleaned
- Kick plates under cupboards cleaned
- Clean inside and outside drawers (including handles and sliding mechanisms)
- Backsplash cleaned and splatter free
- Microwave cleaned inside and out - area underneath cleaned
- Toaster oven cleaned inside and out - area underneath cleaned
- Light Fixtures dusted and cleaned inside and out (if removed by client)
- Switch plates and power outlets wiped
- Molding and corners dusted
- Baseboards wiped clean
- Walls and doors cleaned
- Inside windows cleaned, window sills wiped and blinds dusted
- Garbage emptied - garbage bag replaced
- Floors cleaned & mopped

BEDROOM(S)

- Closet doors / tracks cleaned (mirror doors cleaned)
- Closet floors vacuumed (including baseboards and corners)
- Hanger racks / rods cleaned
- Molding and corners dusted
- Baseboards wiped clean
- Ceiling, wall and floor vents vacuumed
- Walls and doors cleaned
- Light fixtures dusted and cleaned inside and out (if removed by client)
- Switch plates and power outlets wiped
- Inside windows cleaned, window sills wiped and blinds dusted
- Garbage emptied - garbage bag replaced
- Floors vacuumed and / or mopped

Inspected:

BATHROOM(S)

- Tiles and grout cleaned
- Shower head, exterior drain and faucet cleaned
- Bathtub (including door) cleaned
- Cupboards and drawers cleaned inside and out
- Cupboard and drawer hardware cleaned - fingerprint free
- Medicine cabinet cleaned inside and out
- Mirror cleaned to a streak-free shine
- Faucet cleaned (top, under handle, sides, around caulking)
- Sink (including exterior drain) cleaned and polished
- Counters cleaned - debris free
- Inside toilet cleaned (inside bowl, under rim, down drain)
- Outside toilet cleaned (base, tank, flusher, hinges and behind)
- Toilet paper roll holder cleaned
- Towel bar cleaned
- Molding and corners dusted
- Baseboards wiped clean
- Ceiling, wall and floor vents vacuumed
- Walls and doors cleaned
- Light fixtures dusted and cleaned inside and out (if removed by client)
- Switch plates and power outlets wiped
- Inside windows cleaned, window sills wiped and blinds dusted
- Garbage emptied - garbage bag replaced
- Floors cleaned & mopped

GENERAL SPACES & COMMON AREAS

- Molding and corners dusted
- Baseboards wiped clean
- Ceiling, wall and floor vents vacuumed
- Walls and doors cleaned
- Light fixtures dusted and cleaned inside and out (if removed by client)
- Switch plates and power outlets wiped
- Inside windows cleaned, window sills wiped and blinds dusted
- Floors vacuumed and / or mopped

LAUNDRY AREA

- Outside washing machine and dryer cleaned (including dust collector in dryer)
- Overhead dust trap emptied (if present)
- Walls and doors cleaned
- Light fixtures dusted and cleaned inside and out - debris free
- Switch plates and power outlets wiped
- Inside windows cleaned, window sills wiped and blinds dusted
- Floors vacuumed and / or mopped



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