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## BASIC CLEANING CHECKLIST

### **Kitchen**

- o Cabinet & drawer fronts cleaned and dusted
- o Counter tops and back splash cleaned & disinfected (all items removed and replaced)
- o Clean stove top & burners
- o Refrigerator outside is cleaned
- o Exterior of all appliances are wiped down
- o Clean interior & exterior of microwave
- o Cobwebs removed
- o Light Fixtures/Ceiling Fans wiped down/dusted
- o Windows and sills are cleaned
- o Sinks scrubbed and disinfected
- o Faucets cleaned
- o Baseboards dusted
- o Floor vacuumed or sweep & mop
- o Trash emptied & wiped down

### **Bathrooms**

- o Clean & disinfect inside/outside of toilets including toilet seats, rinse leaving no residue
- o Clean and disinfect bathtubs, rinse leaving no residue
- o Clean all glass & mirrors
- o Clean & disinfect sinks & sink fixtures
- o Clean & disinfect counter tops
- o Clean doors including door handle
- o Clean light switches, picture frames, and all other misc. items (towels, etc...)
- o Trash emptied and re-lined
- o Sweep, mop, and disinfect floors

### **Bedrooms**

- o Beds made or straightened (linens changed upon request)
- o Dust all furniture and surfaces - Top, front, and underneath
- o Dust & clean picture frames
- o Dust lamp shades
- o Windows cleaned & windowsills dusted
- o Baseboards dusted
- o Remove all cobwebs
- o Wipe light switches
- o Mirrors cleaned
- o Trash emptied and re-lined.
- o Vacuum and/or sweep and mop

### **ALL other living areas including hallways and stairs**

- o Wipe down/Dust all Ceiling Fans
- o Clean windows of any smudges or prints. Dust windowsills & ledges
- o Wipe down doors, door frames, and doorhandles
- o Dust mini blinds
- o Dust Lamps
- o Dust furniture
- o Wipe Light switches
- o Remove all cobwebs
- o Vacuum carpets and/or Sweep & mop floors
- o Overall Straightening of room.