



Professional Cleaning Service

RESIDENTIAL & VACATION RENTALS SCOPE OF WORK

KITCHEN/DINING

- Stove exterior/hood: wiped and shining _____
- Oven: self clean and wipe out if cooled; we do not use toxic oven cleaners**
- All stainless steel appliance polished with SS cleaner _____
- Sink: clean, sink strainers in drain _____
- Counters: clean; disinfectant ; if granite; use granite cleaner/polish _____
- Floors: sweep; mop _____
- Refrigerator: wipe clean _____
- Toaster wipe clean _____
- Microwave: wipe inside and outside _____
- Dishwasher: emptied and wiped clean _____
- Trash: remove all trash and replace with bags
- Paper towels: install new roll if under half _____
- Dish washing soap in decorative dispenser by kitchen sink; no hand soap provided _____
- Remove all grocery bags _____
- Bar area: counter cleaned, bar chairs/stools wiped clean _____
- Check out all cabinets/drawers for items & food left behind _____
- Cabinet doors and drawer fronts: clean dust and food/beverage splatter _____

DINING ROOM

- Dining table: clean and polished; tablecloth clean; place mats clean _____
- Dining chairs: clean and dirt free _____
- Floor: vacuum, sweep, mop _____

LIVING ROOM

- Sofa/chairs/tables: check for tears, chews, damage; make sure no food or dirt; _____
- TV/DVD/SOUND SYSTEM: check all systems working, remotes accounted for _____
- Area rugs/Carpet/Floors: clean as required _____
- Fireplace debris cleaned out _____

BATHROOM

- Tub/Shower: wash entire area, inside & outside; clean glass doors; check for cleanliness and condition of shower curtains; check for mold _____
- Sink: clean; faucet and handles wiped to shine; wipe backdrop _____
- Floors: sweep; mop _____
- Mirror/Medicine Cabinet: clean mirrors and wipe inside cabinet shelves as needed _____
- Towels, hand towels, wash cloths _____

BEDROOMS

- Wash and change linens, make bed _____
- Floors: sweep; mop; vacuum _____
- Furniture: dust/wipe all _____
- Clean mirrors _____

PETS

- Check for pet damage: chewing, scratches as well as pet fur on furniture or presence of fleas – report any findings with picture

MISC BUT IMPORTANT ITEMS

- BROKEN, DAMAGED, MISSING: check and report with pics _____
- CLOCKS: Set to correct time and that batteries are working _____
- GLASS: Entry door windows or noticeably dirty, otherwise: COST PLUS applies

- PATIO/DECKS/PORCHES: arrange furniture in proper place; lower umbrellas if up; notify if any wear or damage _____

- STAIRWAYS: vacuum, sweep, mop; make sure to dust banister and railings

- DECORATIVE ITEMS & LAMPS; Inside and outside, periodically wipe/dust as needed

- LIGHT BULBS: Replace if out _____
- INSECTS: please report any bugs or signs of bugs

- LAUNDRY: [If laundry is part of contract] Upon arrival, put towels started by guests in dryer and get the rest of laundry going

- BASEBOARDS: keep clean and dust free

- Let owner's know when supplies are running low
