

## ECONOMY CHECKLIST

### KITCHEN

- Backsplash cleaned
- Baseboards dusted
- Cabinet doors wiped down
- Chrome polished
- Cobwebs removed
- Countertops Cleaned
- Dishes
- Door Plates cleaned
- Floor swept & Mopped
- Inside/outside of microwave
- Outlet Covers cleaned
- Outside of appliances cleaned
- Outside Range hood cleaned
- Pictures dusted
- Sink cleaned
- Stove top cleaned
- Switch Plates Cleaned
- Top of door frames dusted
- Top of refrigerator cleaned
- Wastebasket emptied/relined
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Other

Other

Comments:

Customer Name:

Housekeeper Name:

Start Date / End Time

Date

Customer Signature

### BATHROOM

- Backsplash cleaned
- Baseboards dusted
- Chrome polished
- Cobwebs removed
- Countertops cleaned
- Door plates cleaned
- Floor Swept & Mopped
- Mirror cleaned and polished
- Outlet covers cleaned
- Pictures dusted
- Shower door/shower Curtain tidy
- Sink chrome polished
- Sink cleaned
- Switch plates cleaned
- Tile area behind tub cleaned
- Tile ledge cleaned
- Toilet cleaned, inside/ outside
- Top of door frames dusted
- Tub cleaned
- Wastebasket emptied/relined
- Window sills & frames dusted

### LIVING ROOM/DINING ROOM/ LIVING SPACE

- Baseboards dusted
- Cobwebs removed
- Door plates cleaned
- Floor swept/mopped/vacuumed
- Furniture dusted
- Lamps
- Mirrors cleaned
- Outlet covers cleaned
- Pictures dusted
- Switch plates cleaned
- Top of door frames dusted
- Top of the mirror dusted
- Under the furniture swept or vacuum
- Wastebasket emptied/relined

### BEDROOMS/OFFICE

- Baseboards dusted
- Beds made, linens changed if prepared
- Cobwebs removed
- Door plates cleaned
- Floor swept/mopped/vacuumed
- Furniture dusted
- Lamp shades dusted
- Lamps
- Mirrors cleaned
- Outlet covers cleaned
- Pictures dusted
- Switch plates cleaned
- Top of door frames dusted
- Top of the mirror dusted
- Under the bed swept or vacuum
- Wastebasket emptied/relined
- Window sills & frames dusted

### HALLWAYS, FOYERS & STAIRS

- Banister wiped down
- Baseboards dusted
- Cobwebs removed
- Door plates cleaned
- Floor swept & mopped or vacuumed
- Furniture dusted
- Lamp & Lamp shades
- Outlet plates cleaned
- Switch plates cleaned
- Top of door frames dusted
- Window sills & frames dusted

### VIP EXTRAS

- VIP Bath towel presentation
- Hand wipe baseboards
- Hotel style bed presentation
- Kitchen garbage can cleanout
- Refrigerator cleaning (monthly)
- Laundry - wash -dry-fold (up to 2 loads)
- windows cleaned Inside
- Wipe down blinds

**Thank You** FOR YOUR BUSINESS!

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