



Name		Phone	
Address			
Housekeeper		Additional Housekeepers	
Job Price		Payment Method	
\$	Cash	Check	Credit Card

Thank You
FOR YOUR BUSINESS!!

Move in/ Move out checklist
working to higher standard

KITCHEN

- Backsplash cleaned
- Baseboards dusted/cleaned
- Cabinets cleaned inside /outside
- Chrome polished
- Cobwebs removed
- Countertops
- Door Plates cleaned
- Floor swept/vacuumed/mopped
- Inside/outside refrigerator
- Inside window cleaned
- Inside/outside of microwave
- Inside/Outside range hood
- Outlet covers cleanerd
- Outside of appliances cleaner
- Sink cleaned
- Inside/Outside stove and oven
- Switch plates cleaned
- Top of door frames dusted
- Window sills and frames dusted
- Wall Spots Cleaned

BATHROOM

- Backsplash cleaned
- Baseboards dusted/cleaned
- Chrome polished
- Cobwebs removed
- Countertops
- Doors plates cleaned
- Floor swept/mopped
- Inside window cleaned
- Mirror cleaned
- Outlet covers cleaned
- 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
- Top of mirror/frame
- Tub cleaned
- Window sills & frames dusted
- Wall Spots Cleaned

HALLWAYS, FOYERS & STAIRWELL

- Banister wiped down
- Baseboards dusted/cleaned
- Cobwebs removed
- Door plates cleaned
- Floor swept/vacuumed/mopped
- Inside window cleaned
- Outlet plates cleaned
- Switch plates cleaned
- Top of door frames dusted
- Window sills & frames dusted
- Wall Spots Cleaned

BEDROOMS

- Baseboards dusted/cleaned
- Cobwebs removed
- Door plates cleaned
- Floor swept/mopped/vacuumed
- Outlet covers cleaned
- Switch plates cleaned
- Top of door frames dusted
- Window sills & frames dusted
- Wall Spots Cleaned

LIVING ROOM/FAMILY ROOM

- Baseboards dusted/cleaned
- Cobwebs removed
- Door plates cleaned
- Floor swept/mopped/vacuumed
- Inside windows cleaned
- Outlet covers cleaned
- Switch plates cleaned
- Top of door frames dusted
- Window sills & frames dusted
- Wall Spots Cleaned

Date	Start Time	Finish Time	Time on Job
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Special Instructions:

Other

Other

Comments:

_____ Customer Signature