



Move In/Move Out Check List

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

Thank You

FOR YOUR BUSINESS!

www.eMaid'sKC.com
913-871-5755

KITCHEN

- Backsplash cleaned
- Baseboards dusted/cleaned
- Cabinet doors wiped down
- 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

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

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

BEDROOMS

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

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

Date	Start Time	Finish Time	Time on Job
	: am pm	: am pm	

Special Instructions:

Other

Other

Comments:

_____ Customer Signature