



Residential Checklist
Every Other Week (EOW)

Client Name: _____

Address: _____

Every Time We Clean

- Empty all trash
- Make any beds with linens laid out
- Sweep off front porch

General Interior

- Ceiling fans & lights
- Picture frames
- Lamp shades
- Furniture
- Window sills, blinds
- Switch plates
- Baseboards
- Vacuum floors
- Mop floors
- Vacuum all carpets
- Clean glass doors

Bathroom

- Scour & scrub sink
- Toilet disinfect inside and out
- Tub, tile and shower doors
- Wipe all tile
- Window sills and blinds
- Light fixtures
- Chrome
- Mirrors
- Vacuum
- Mop

Kitchen

- Put away clean dishes or load
- Scour sink
- Disinfect counters
- Fronts of cabinets
- Front of appliances
- Microwave inside and out
- Shine all chrome
- Vacuum and mop floor
- Stove top

Once-a-Month Rotating

- Edge carpets
- Heat and A/C vents
- Under furniture - accessible
- Wet wipe baseboards
- Cobwebs
- Tile Grout detailing
- Top of fridge
- Doors and door frames
- Vent hood and grease screen

Custom Cleaning

Additional items not on the checklist:

Notes:

Key Instructions:

Completed by: _____

Date: _____

Time in: _____ Time out: _____