



Sunflower
CLEANING GROUP

Move-In/Move-Out Cleaning

Client: _____ **Address:** _____

Assigned to: _____

Special Instructions: _____

Key/Code instructions: _____

KITCHEN

- Stove/Oven/Microwave
- Vent hood and grease screen
- Dishwasher
- Wipe inside & outside of cabinets (drawers and pantry)
- Refrigerator (Pull out & clean behind)
- Countertops
- Clean sink and faucet
- Clean light fixtures
- Floors – Sweep / mop

BATHS

- Clean tub / shower and tile
- Clean commode
- Clean vanity sink, faucet and counter-top
- Wipe inside & outside of cabinets, drawers and linen closet
- Clean medicine cabinet and mirrors
- Clean light fixture
- Floors --- Sweep / mop

GENERAL INTERIOR --- Living Room, Dining Room and Bedrooms

- Clean window blinds, sills & sashes
- Clean all switchplates and outlet covers
- Clean all light fixtures
- Check for cobwebs
- Dust and wet wipe baseboards
- Vacuum carpet/floors & mop
- Ceiling fans, air vents/returns
- Windows # _____ (extra charge)

Notes: _____

Completed by: _____ **Date:** _____ **Time In:** _____ **Time Out:** _____