

CHECKLIST FOR ONE TIME CLEANING

BATHROOM

- \Box 1. remove all cobwebs
- □ 2. wash and dust all walls
- □ 3. clean and dust light fixtures
- □ 4. clean and dust ceiling fans
- □ 5. clean and dust blinds
- □ 6. clean windows inside
- □ 7. clean window tracks
- □ 8. clean window sills
- □ 9. wash window screens
- □ 10. clean mirrors
- □ 11. clean baseboards
- □ 12. clean crown moldings and frames
- 13. clean, scrub and disinfect bathtub tile walls and shower stall and door
- □ 14. clean, scrub and disinfect sinks and vanities
- □ 15. clean, scrub and disinfect toilets
- □ 16. clean, scrub and disinfect floors
- □ 17. vacuum floors and rugs
- □ 18. clean cabinets outside and inside
- □ 19. wash trash cans

KITCHEN

- \Box 20. remove all cobwebs
- 21. wash and dust all walls
- □ 22. clean and dust light fixtures
- □ 23. clean and dust ceiling fans
- □ 24. clean and dust blinds
- □ 25. clean windows inside
- \Box 26. clean window tracks
- □ 27. clean window sills
- □ 28. wash window screens
- □ 29. clean mirrors
- □ 30. clean baseboards
- $\hfill\square$ 31. clean crown moldings and frames
- $\hfill\square$ 32. clean, scrub and sanitize kitchen sink

- □ 33. clean countertops and backsplash
- □ 34. clean cabinets and drawers outside and inside
- □ 35. clean a refrigerator outside and inside
- □ 36. clean stove top / oven / under burners outside and inside
- □ 37. clean microwave outside and inside
- □ 38. clean range hood
- □ 39. clean kitchen table and chairs
- \Box 40. wash trash cans
- \Box 41. vacuum floors and rugs
- □ 42. sweep and mop floors

LIVING AREAS

- □ 43. remove all cobwebs
- □ 44. wash and dust all walls
- □ 45. clean and dust light fixtures
- □ 46. clean and dust ceiling fans
- □ 47. clean and dust blinds
- □ 48. clean windows inside
- □ 49. clean window tracks
- \Box 50. clean window sills
- □ 51. wash window screens
- □ 52. clean mirrors
- □ 53. clean baseboards
- □ 54. clean crown moldings and frames
- □ 55. clean and dust all furniture
- □ 56. clean fireplace
- □ 57. vacuum carpets
- □ 58. vacuum under bed
- □ 59. clean television screens
- □ 60. scrub tile floors
- □ 61. sweep and mop floors
- 62. clean all closets, drawers, cabinets, and shelves outside and inside
- G3. clean intricate objects such as collectables, decorations, knick – knacks etc.
- □ 64. clean sliding glass doors and/or back doors
- □ 65. clean storm doors and/or glass on front doors

ADDITIONAL TASKS

- □ 66. make all beds-change linens
- □ 67. laundry and folding
- □ 68. sweep garage
- □ 69. sweep porch