



## Move In/ Move Out Cleaning Checklist

### All Rooms

- Dust baseboards, sills, shelves
- Wipe inside and outside the cabinets, shelves (if empty)
- Vacuum/Mop all floors, carpets, rugs and stairs
- Clean glass surfaces
- Clean the fireplace (in the outside)
- Wipe all doors
- Empty wastebaskets
- Spot clean walls

### Bathrooms

- Clean showers, tubs, and sinks inside and out
- Scrub toilet, including bowl, seat, lid, tank, and base
- Clean, dry, and shine all mirrors, chrome, and tile
- Clean all shelves, fixtures, and items on vanity/countertops

### Kitchen

- Clean, dry, and shine all appliance surfaces, range hood, and sink.
- Wash countertops
- Clean microwave oven inside and out, including turntable
- Clean outside of oven including behind and under (except gas ovens)
- Clean inside and out of fridge including behind and under (note: fridge must be empty)

### Available upon Request

- Cleaning of the light fixtures, fireplace, blinds, full walls, descaling of shower and tub, inside oven, steam cleaning of carpets.

Date: \_\_\_\_\_

Hours: \_\_\_\_\_

Client: \_\_\_\_\_

Cleaner/s: \_\_\_\_\_

Notes: \_\_\_\_\_

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A completed checklist signed and dated by you for each job must be submitted to the office at the end of each work week.