

Cleaning Checklist

Entry

- Clean off all cobwebs if any
- Wash off entry steps outside
- Clean front door front and back. (painting recommend)
- Screen door cleaned front and back

Bathrooms

- Toilet- (Put sanitary strip around after cleaning)
- Vanity sinks (polish fixtures- no spot's) (remove hard water stains around fixture) and faucets need to be straight
- Inside Medicine Cabinet (needs cleaned and or painted)
- Inside Cabinets and Drawers
- Baseboards
- Tub-Shower (polish fixtures- no spots) Remove build- up on shower walls/tub surface and scrub)
- Shower doors and tracks
- Mop Floor
- Mirrors- (No streaks)
- Light Fixtures including bulbs

Kitchen

- Stove Top- Clean of all grease
- Stove under burners and Broiler in Stove
- Counters and grout on counter tops- Bleach if need

- Stove Hood underneath and clean filter or replace and add cost to cleaning for filter
- Clean Microwave- inside and out and vent
- Cabinets (remove grease/dirt build-up)
- Clean under sink
- Clean dishwasher
- Sinks

Baseboards

- All rooms wipe down

Mini or Faux- Blinds

- Wash Blinds
- Blinds need replaced

Light fixtures

- Wash all globes and fans (if any)
- Remove and replace any if broken
- Clean light bulbs

Windows

- Wash windows inside and out (first and second stories if can)
- Wipe down window sills
- Clean Screens inside and out

Walls

- Wash all walls as needed if minor. Minor is considered anything under 30 min in the entire property
- Wipe down all light switches plates and electrical sockets

Garage

- Sweep out garage
- Wash down or rinse garage floor

Fireplace

- Clean and haul away excess debris
- Wash and wipe down glass if any

Doors

- Wash all doors if minor. Minor is considered walls and doors under 30 minutes for entire property

Carpets/Tile/ Laminate or Wood Floors

- Each room and stairs cleaned (It's a requirement to put deodorizer)
- Clean tile grout as needed entry, etc.

Air Fresheners

- Install diffusers in Kitchen and Bathrooms

Other

- All slider door runners must be cleaned professionally

When completed make one last walk of the property check off list and pick up rags or items you left.

Top Shelf Property Management

For any easy clean- Requires wipe down/ mop..... \$195.00

- Entry ways, Bathrooms, Kitchen, Baseboards, Light fixtures, Windows, Carpets/Tile/Laminate flooring, Air fresheners

For in- depth clean for the following list above..... \$295.00

Property Address_____

Cleaning Company Signature

Date

Management Company

Date