

Last Minute Package Details and Completion Checklist.

Only the rooms requested by client to be cleaned will be checked off on this list.

All clients who have purchased this plan, will receive this checklist with their invoice via email or in person. Please refer to your invoice for payment details.

<u>Area of Home</u>	<u>Service Description</u>	<u>Completed Date</u>	<u>Comments</u>
<i>Living Room / Dining Room</i>			
	Dust surfaces		
	Dust and hand wipe furniture tops		
	Dust picture frames.		
	Dust lamp and lamp shades.		
	Dust and clean mirrors.		
	Vacuum carpets.		
	Vacuum and mop wood and tile floors.		
<i>Bathrooms</i>			
	Dust Surfaces		
	Dust blinds, window sills, and lock ledges.		
	Clean and disinfect surfaces.		
	Clean, disinfect, and shine, showers and tubs.		
	Clean and disinfect toilets inside and out.		
	Shine fixtures.		
	Vacuum and steam mop floors.		
<i>Kitchen</i>			
	Dust surfaces		
	Dust blinds, window sills, and lock ledges.		
	Clean and disinfect counter tops.		
	Clean and disinfect door knobs and switch plates.		
	Clean and disinfect sink.		
	Clean and disinfect microwave, inside and out.		
	Clean, disinfect, and shine outside of oven and top of range.		
	Clean, disinfect, and shine outside of dishwasher.		
	Clean, disinfect, and shine outside of refrigerator.		
	Clean and disinfect kitchen table.		
	Vacuum and steam mop floors.		
<i>Bedrooms</i>			
	Dust surfaces.		
	Dust blinds, window sills, and lock ledges.		
	Vacuum carpets.		
	Vacuum and steam mop non-carpeted floors.		