

The Nitty Gritty Package Details and Completion Checklist.

This package includes all services in Keep it Clean and the additional services are highlighted in blue below.

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>
All Areas of Home			
	Dust surfaces		
	<i>Dust blinds, damp wipe window sills, and lock ledges.</i>		
	<i>Damp wipe chair rails, cabinets, door panels, and baseboards.</i>		
	Dust ceiling fans. (Within reach)		
	Dust picture frames.		
	Dust lamp and lamp shades.		
	Dust and clean mirrors.		
	Vacuum carpets.		
	Vacuum and mop wood and tile floors.		
	<i>Remove cobwebs.</i>		
	<i>Dust and vacuum upholstered furniture.</i>		
Bathrooms			
	Dust Surfaces		
	<i>Dust blinds, damp wipe window sills, and lock ledges.</i>		
	<i>Damp wipe chair rails, cabinets, door panels, and baseboards.</i>		
	Clean and disinfect surfaces.		
	Clean, disinfect, and shine, showers and tubs.		
	Clean and disinfect toilets inside and out.		
	Clean and disinfect door knobs and switch plates.		
	Shine fixtures.		
	Vacuum and steam mop floors.		
Kitchen			
	Dust surfaces		
	<i>Dust blinds, damp wipe window sills, and lock ledges.</i>		
	<i>Damp wipe chair rails, cabinets, door panels, and baseboards.</i>		
	Dust top of refrigerator.		
	Clean and disinfect counter tops.		
	Clean and disinfect door knobs and switch plates.		
	Clean and disinfect sink.		
	<i>Clean and disinfect backsplash.</i>		
	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.		
	<i>Clean and disinfect kitchen chairs.</i>		
	Vacuum and steam mop floors.		
Bedrooms			
	Dust surfaces.		
	<i>Dust and vacuum upholstered furniture.</i>		
	<i>Dust blinds, damp wipe window sills, and lock ledges.</i>		
	<i>Damp wipe chair rails, cabinets, door panels, and baseboards.</i>		
	Vacuum carpets.		
	Vacuum and steam mop non-carpeted floors.		