

## Keep it Clean Package Details and Completion Checklist.

*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>
<b>All Areas of Home</b>			
	Dust surfaces		
	Dust and hand wipe furniture tops		
	Dust baseboards, chair rails, and door panels.		
	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.		
<b>Bathrooms</b>			
	Dust Surfaces		
	Dust blinds, window sills, and lock ledges.		
	Dust cabinets, door panels, and baseboards.		
	Clean and disinfect surfaces.		
	Spot clean cabinet fronts.		
	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.		
<b>Kitchen</b>			
	Dust surfaces		
	Dust blinds, window sills, and lock ledges.		
	Dust chair rails, cabinets, door panels, and baseboards.		
	Dust top of refrigerator.		
	Clean and disinfect counter tops.		
	Spot clean cabinet fronts.		
	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.		
<b>Bedrooms</b>			
	Dust surfaces.		
	Dust and hand wipe furniture tops.		
	Dust furniture.		
	Dust baseboards, chair rails, and door panels.		
	Dust blinds, window sills, and lock ledges.		
	Vacuum carpets.		
	Vacuum and steam mop non-carpeted floors.		