

GRACEWORKS HOUSECLEANING CHECKLIST



CLIENT:		ADDRESS:			
PHONE:	CLEANED BY:	DATE OF CLEANING:		EMAIL:	
AREA TO CLEAN	MARK X IF YOU WOULD THIS ACTION DONE THEN THE CLEANER WILL INITIAL BESIDE IT WHEN IT IS COMPLETED				NOTES: CLEANER WILL NOTE ADDITIONAL INFO ABOUT AREAS. IF SOMETHING IS NOT ABLE TO BE COVERED, TOOK LONGER THAN EXPECTED, OR IF DAMAGE IS NOTICED.
KITCHEN	MAIN	EXTRA KITCHEN	OTHER	REVIEWED	
Refridgerator (in, out, and under)					
Freezer (in, out, and under)					
Stovetop (on, in, and under)					
Oven (has self-clean been run?)					
Drip pans (replace?)					
Cabinets & Drawers (vac/wipe inside)					
Cabinets & Drawers (wipe outside)					
Counters and sink (wipe)					
Dishwasher (empty and/or wipe out?)					
Microwave (wipe in and out)					
Blinds					
Window inside and tracks					
Walls spots washed					
Baseboards washed					
Vents washed					
Shine and Polish areas					
Light swtichplates					
Light fixtures					
Clean and replace light bulbs?					
Cobwebs removed					
Floors swept/vac/mopped					
Take out garbage and recycling					
Water plants					
Wash hand towels, floor rugs, & mats					
Other:					
Other:					
BATHROOMS	MASTER	GUEST 1, 2, and 3	OTHER	REVIEWED	NOTES
Shower/tub					
Toilet					
Cabinets - Drawers in/out					
Mirrors					
Counters/Sink(s)					
Walls spots washed					
Baseboards washed					
Vents washed					
Switchplates					
Shine and Polish areas					
Blinds					
Window inside and tracks					
Light fixtures					
Wash rugs/mats					
Doors, Moldings					
Floors swept/vac/mopped					
Attn to corners & underneath areas					
Other:					

BEDROOMS	MASTER	GUEST 1, 2, and 3	OTHER	REVIEWED	NOTES
Vents washed					
Light fixtures					
Doors, Moldings					
Closet doors, Shelves					
Blinds					
Window inside and tracks					
Baseboards washed					
Walls spots washed					
Switchplates					
Cobwebs removed					
Floors swept/vac/mopped					
Attn to corners & underneath areas					
Ceiling fans					
Other:					
Other:					
EXTRA ROOMS	LIVING	DINING	LAUNDRY/OTHER	REVIEWED	NOTES
Vac upholstery/pillows/under cushions					
Ceiling fans					
Vents washed					
Light fixtures					
Doors, Moldings					
Closet doors, Shelves					
Blinds					
Window inside and tracks					
Baseboards washed					
Walls spots washed					
Switchplates					
Cobwebs removed					
Floors swept/vac/mopped					
Attn to corners & underneath areas					
Clean Fireplace					
Clean smoke detectors					
Dryer vent					
Other:					
Other:					
HALLWAYS	UPSTAIRS	DOWNSTAIRS	OTHER	REVIEWED	NOTES
Light fixtures, bulbs?					
Vents washed					
Baseboards washed					
Closet doors, Shelves					
Blinds					
Window inside and tracks					
Baseboards washed					
Walls spots washed					
Switchplates					
Cobwebs removed					
Floors swept/vac/mopped					
Attn to corners & underneath areas					
Moldings and Trim					
Other:					

OUTSIDE	GARAGE	FRONT	BACK	REVIEWED	NOTES
Clean Grill					
Clean Patio Furniture					
Clean exterior doors					
Light fixtures, bulbs?					
Vents washed					
Baseboards washed					
Closet doors, Shelves					
Blinds					
Window inside and tracks					
Baseboards washed					
Walls spots washed					
Switchplates					
Cobwebs removed					
Floors swept/vac/mopped					
Attn to corners & underneath areas					
Moldings and Trim					
Other:					

SATISFACTION GUARANTEED! PLEASE CALL US WITH ANY QUESTIONS OR CONCERNS YOU MAY HAVE ABOUT OUR SERVICE AT 541-292-3895