

# STUDENT CLEANERS RESIDENTIAL CHECKLIST

## Kitchen

- ❑ Clean any ceiling fans, light fixtures, etc. within reach (use dusting extender).
- ❑ Dust any shelving, blinds, window sills, etc.
- ❑ Clean all mirrors and windows (interior) within reach.
- ❑ Clean inside and outside of microwave. Wash glass plate in the sink. Make sure there are no streaks on the glass.
- ❑ Wash dishes & put away or load dishwasher.
- ❑ Only empty dishwasher if client leaves a note to do so.
- ❑ Wipe down outside of fridge & dishwasher.
- ❑ Wipe down cabinets - leave no fingerprints.
- ❑ Wipe down all items on countertops.
- ❑ Wipe down countertops – clean behind and underneath all items.
- ❑ Scrub the sink. Polish handle, parts and inside of sink.
- ❑ Wipe down kitchen table, chairs and barstools.
- ❑ Empty trash, replace bag.

## Bathrooms

- ❑ Spray shower and let product soak while cleaning the sink.
- ❑ Remove all items from countertop.
- ❑ Fully clean sink, countertops, and backsplash.
- ❑ Polish sink, handle and parts – leave no streaks!
- ❑ Wipe down items from countertop and put back.
- ❑ Scrub shower and shower walls, including any ledges.
- ❑ Polish shower handle.
- ❑ Clean shower doors.
- ❑ Spray interior of toilet and let soak while cleaning outside of toilet.
- ❑ Wipe down toilet cover, seat, under seat, base and behind the base. Do not leave any dirt or hair!
- ❑ Use toilet brush to scrub toilet bowl.
- ❑ Clean all mirrors and windows (interior) within reach.
- ❑ Dust windows, blinds, window sills.
- ❑ Empty trash, replace bag.

## Laundry Room

- ❑ Empty lint from filter.
- ❑ Wipe down top and front of washer & dryer.
- ❑ Clean all glass.
- ❑ Clean all windows (interior) within reach.
- ❑ Dust blinds and window sills.
- ❑ Fold any items in dryer if requested by client.
- ❑ Empty trash, replace bag.

## Living Rooms, Offices, Bedrooms etc.

- ❑ Straighten up, put toys away, make beds, fold clothes and put on bed. Straighten papers and put in a pile. **DO NOT THROW AWAY ANY PERSONAL ITEMS!**
- ❑ Change sheets and/or fold clothes if requested by client.
- ❑ Dust all ceiling fans/light fixtures within reach
- ❑ Clean windows (interior) within reach.
- ❑ Dust blinds & window sills.
- ❑ Dry dust computer & TV screens.
- ❑ Dust all furniture.
- ❑ Clean all glass (mirrors, picture frames, etc).
- ❑ Empty trash, replace bag.

## Floors

- ❑ Take small rugs outside & shake them. If an area rug is too large to shake, vacuum it.
- ❑ Wipe down all baseboards.
- ❑ Sweep under cabinets and other hard-to-reach places.
- ❑ Check vacuum bag. Replace if necessary.
- ❑ Vacuum all floors. Use appropriate setting - 'bare floor' or carpet'
- ❑ Poor a small amount of floor concentrate in bucket and dilute with hot water. Mop all bare floors with this (don't forget the laundry room!) This can be used on wood, as long as it has been pre-approved by client.
- ❑ Put all rugs back.

## Before You Leave

- ❑ Take check or cash.
- ❑ Walk through the house and make sure you got everything.
- ❑ If the client is home, offer to do a walk-through with them. Fix anything they point out – we want them 150% satisfied!
- ❑ Lock up/set alarm based on client's instructions.



# STUDENT CLEANERS

ACING YOUR CLEANING NEEDS

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