

# OLGA'S PROFESSIONAL HOME CLEANING SERVICE

BRINGING PEACE INTO YOUR HOME



OLGASPROFESSIONALCLEAN@GMAIL.COM



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OLGASPROFESSIONALCLEANINGSERVICE.COM

## Move In/Out Checklist

Name: \_\_\_\_\_ Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

### Bedroom

- Bed made & changed (if fresh linens are provided)
- Furniture, mirrors, frames & accessories dusted & cleaned
- All surfaces & points of contact dusted & cleaned
- Blinds, window sills & lock panels dusted
- Molding & corners wiped clean
- Floors vacuumed & washed
- Ceiling fans, vents & light fixtures dusted (height restrictions apply)
- Lamps cleaned and lampshades dusted
- Closet doors, tracks cleaned, hanger racks & rods cleaned
- Closet floors vacuumed (including baseboards and corners)
- Baseboards wiped clean
- Walls and doors cleaned
- Trash emptied - trash bag replaced

### Living room, Dining room, Office & Den

- Upholstered furniture vacuumed
- Woodwork, door-frames and switch plates dusted & cleaned
- Ceiling fans, vents & light fixtures dusted (height restrictions apply)
- Lamps cleaned and lampshades dusted
- Picture frames & mirrors dusted
- Furniture dusted - on top, on front and underneath
- Floors vacuumed &/or washed
- Hallways and stairs vacuumed and/or washed
- Window sills, blinds & lock ledges dusted & wiped clean
- Accessories dusted & cleaned
- All surfaces & points of contact dusted & cleaned
- Table tops & desks dusted & wiped clean
- Molding & corners wiped clean
- Laundry ensuite wiped & floor washed
- Inside windows cleaned, window sills wiped and blinds dusted
- Temperature control unit wiped
- Baseboards wiped clean
- Walls and doors cleaned
- Light fixtures dusted and cleaned inside and out (if removed by client)
- Trash emptied - trash bag replaced

### Closets & Hallways

#### Everything included in the Living/Dining Room & Office

- Closet doors / tracks cleaned (mirror doors cleaned)
- Closet floors vacuumed (including baseboards and corners)
- Hanger racks / rods cleaned

### General Spaces & Common Areas

- Molding and corners dusted
- Baseboards wiped clean
- Ceiling, wall and floor vents vacuumed
- Walls and doors cleaned
- Light fixtures dusted and cleaned inside and out (if removed by client)
- Inside windows cleaned, window sills wiped and blinds dusted
- Floors vacuumed and / or mopped
- Switch plates and power outlets wiped
- Furniture, mirrors, frames & accessories dusted & cleaned

### Bathroom

- Shower head, exterior drain and faucet cleaned
- Cupboard and drawer hardware cleaned
- Towel & toilet paper bar cleaned
- Ceiling, wall and floor vents vacuumed
- Inside windows cleaned, window sills wiped and blinds dusted
- Tub & shower area scrubbed and washed
- Sink scrubbed & washed
- Toilet scrubbed & washed (including base & behind)
- Mirrors & outside of medicine cabinet cleaned
- Soap dish & toothbrush holder cleaned
- Molding & corners wiped clean
- Tiles & grout cleaned
- Vanity top cleaned - items removed & replaced
- All surfaces & points of contact dusted & cleaned
- Cabinets & baseboards dusted & wiped clean
- Floors vacuumed &/or washed
- Fixtures polished & shined
- Shelves & frames dusted & wiped clean
- Ceiling fans, vents dusted
- Blinds & lock ledges dusted
- Window sills dusted & wiped clean
- Door knobs, woodwork and switch plates cleaned & disinfected
- Light fixtures cleaned inside & out
- Cupboards and drawers cleaned inside and out
- Toilet paper roll holder cleaned
- Baseboards wiped clean
- Walls and doors cleaned
- Trash emptied - trash bag replaced

### Kitchen

- Small appliance exteriors cleaned (interiors upon request)
- Microwave cleaned inside and out - area underneath cleaned
- Power outlets switch plates cleaned & disinfected
- Kitchen table cleaned & organized
- Kitchen chairs/stools cleaned
- Countertops and backsplash wiped (all items removed and replaced)
- Door knobs, woodwork, door-frames cleaned & disinfected
- Faucets & sinks scrubbed, disinfected and polished (dishes upon request)
- Floor vacuumed and/or washed
- Window sill dusted and wiped clean
- Blinds & lock panels dusted
- Furniture, mirrors, frames & accessories dusted & cleaned
- Exterior drain and drain stopper cleaned
- Toaster oven cleaned inside and out - area underneath cleaned
- Molding & corners wiped clean
- Ceiling fans, vents & light fixtures dusted (height restrictions apply)
- All surfaces & points of contact dusted & cleaned
- Walls and doors cleaned
- Inside fridge cleaned (shelves and drawers cleaned, freezer cleaned w/o defrosting)
- Nook where fridge sits cleaned (walls, sides, floors)
- Outside of fridge cleaned
- Fridge coils and vents vacuumed (behind fridge)
- Outside of dishwasher cleaned
- Inside dishwasher cleaned (interior walls, wire baskets, debris-free drain)
- Every cabinet cleaned inside and out
- Cupboard handles cleaned
- Kick plates under cupboards cleaned
- Inside windows cleaned, window sills wiped and blinds dusted
- Clean inside and outside drawers (including handles and sliding mechanisms)
- Baseboards wiped clean
- Trash emptied - Trash bag replaced

### Laundry

- Outside washing machine and dryer cleaned & Overhead dust trap emptied (if present)
- Walls and doors cleaned
- Light fixtures dusted and cleaned inside and out
- Floors vacuumed and / or mopped
- Inside windows, window sills, lock ledges and blinds cleaned
- Baseboards wiped clean
- Switch pads & power outlets wiped & disinfected

### 6 Point Safety Check

  
  

Stove/Oven Off  
Door Locked  
Alarm Set

  
  

Windows are closed  
All faucets are off  
Pets are safe

Signed:

Inspected:

Thank you for your business! Please recycle me :)