

# ORANGE APPEAL

## First General Cleaning Checklist

*Every home has different needs so our techs are trained to clean all areas on the checklist that apply to your home. If it is not checked, more than likely it does not apply to your home, or is not feasible for us to clean.*

### Home Entry/Exit Points (front, back, garage, side doors)

- ☐ Dust light fixtures/checked for cobwebs
- ☐ Dust/spot wipe baseboards
- ☐ Spot wipe/disinfect cabinet doors/doors and doorframes
- ☐ Spot wipe/disinfect light switches/outlets
- ☐ Dust/spot wipe blinds/shutters/window sills, latches
- ☐ Spot wipe glass from smudges
- ☐ Clean entry glass (both sides if no outside pets)
- ☐ Wipe threshold (if no outside pets)
- ☐ Light Tidy if shoes/bags are in the area
- ☐ Vacuum Floors
- ☐ Mop Floors

### Living/Den/Office

- ☐ Dust light fixtures/checked for cobwebs
- ☐ Dust/spot wipe baseboards
- ☐ Spot wipe/disinfect cabinet doors/doors and doorframes
- ☐ Spot wipe/disinfect light switches/outlets
- ☐ Dust/spot wipe blinds/shutters/window sills, latches
- ☐ Spot wipe glass from smudges
- ☐ Dust wall art/knick-knacks
- ☐ Dust lamps
- ☐ Wipe/disinfect table surfaces/glasstops/light tidy
- ☐ Tidy/Fluff Couches/fold blankets
- ☐ Electronics/TV's dry dusted only
- ☐ Empty/reline trash
- ☐ Vacuum Floors
- ☐ Mop Floors

### Dining/Breakfast Room

- ☐ Dust light fixtures/checked for cobwebs
- ☐ Dust/spot wipe baseboards
- ☐ Spot wipe/disinfect cabinet doors/doors and doorframes
- ☐ Spot wipe/disinfect light switches/outlets
- ☐ Dust/spot wipe blinds/shutters/window sills, latches
- ☐ Spot wipe glass from smudges
- ☐ Dust wall art/knick-knacks
- ☐ Wipe/disinfect table surfaces/glass tops
- ☐ Shake/wipe off place mats
- ☐ Spot wipe/disinfect chairs
- ☐ Wipe off any pet hair that may be on chair legs
- ☐ Vacuum Floors
- ☐ Mop Floors

### Laundry Room

- ☐ Dust light fixtures/checked for cobwebs
- ☐ Dust/spot wipe baseboards
- ☐ Spot wipe/disinfect cabinet doors/doors and doorframes
- ☐ Spot wipe/disinfect light switches/outlets
- ☐ Dust/spot wipe blinds/shutters/window sills, latches
- ☐ Spot wipe glass from smudges
- ☐ Wipe/disinfect counters
- ☐ Wipe/disinfect appliance fronts/tops (only if cleared)

### Kitchen

*(note: we do not do dishes, please leave sink empty to clean and disinfect)*

- ☐ Dust light fixtures/checked for cobwebs
- ☐ Dust/spot wipe baseboards
- ☐ Spot wipe/disinfect cabinet doors/doors and doorframes
- ☐ Spot wipe/disinfect light switches/outlets
- ☐ Dust/spot wipe blinds/shutters/window sills, latches
- ☐ Spot wipe glass from smudges
- ☐ Wipe/disinfect counters
- ☐ Wipe/disinfect small countertop appliances & decor
- ☐ Wipe/disinfect Microwave doors/handles/inside (leaving streak free)
- ☐ Wipe/disinfect Fridge doors & handles (leaving streak free)
- ☐ Wipe/disinfect Oven doors & handles (leaving streak free)
- ☐ Clean stove top (leaving streak free)
- ☐ Remove and rinse stove drip pans
- ☐ Wipe/disinfect Dishwasher doors & handles (leaving streak free)
- ☐ Scrub sink (only if empty)
- ☐ Wipe faucets and surrounding areas (leaving streak free)
- ☐ Empty/reline trashcan
- ☐ Spot wipe/disinfect inside and surrounding trashcan area
- ☐ Vacuum Floors
- ☐ Mop Floors

**Bedrooms (Mast\_\_\_, Br 1\_\_\_, Br 2\_\_\_, Br 3\_\_\_, Br, 4\_\_\_)**

- ☐ Dust light fixtures/checked for cobwebs
- ☐ Dust/spot wipe baseboards
- ☐ Spot wipe/disinfect cabinet doors/doors and doorframes
- ☐ Spot wipe/disinfect light switches/outlets
- ☐ Dust/spot wipe blinds/shutters/window sills, latches
- ☐ Spot wipe glass from smudges
- ☐ Wipe flat surfaces (desks, bookshelves)
- ☐ Dust wall art/knick-knacks
- ☐ Dust lamps
- ☐ Dust headboard/bed frame
- ☐ Spot wipe/disinfect nightstands
- ☐ Light tidy (straighten shoes, fold blankets, etc)
- ☐ Change sheets
- ☐ Make bed/fluff pillows
- ☐ Electronics/TV's dry dusted only
- ☐ Empty/reline trash
- ☐ Vacuum Floors
- ☐ Mop Floors

**Bathrooms (Mast\_\_\_ Ba 1\_\_\_ Ba 2\_\_\_ Ba 3\_\_\_ Ba 4\_\_\_)**

- ☐ Dust light fixtures/checked for cobwebs
- ☐ Hand wipe baseboards
- ☐ Spot wipe/disinfect cabinet doors/doors and doorframes
- ☐ Spot wipe/disinfect light switches/outlets
- ☐ Dust/spot wipe blinds/shutters/window sills, latches
- ☐ Wipe glass/mirrors (leaving streak free)
- ☐ Wipe/disinfect counters (moving small items)
- ☐ Scrub sinks
- ☐ Wipe/disinfect soap dish, toothbrush holder etc
- ☐ Wipe faucets and surrounding areas (leaving streak free)
- ☐ Wipe/disinfect small/large towel holders (refold towel neatly)
- ☐ Scrub/disinfect shower walls/shelves/tub
- ☐ Tidy shower/tub area contents with labels facing out
- ☐ Scrub/disinfect shower tracks
- ☐ Scrub/disinfects/remove hard water from glass doors/walls
- ☐ Squeegee glass doors (leaving streak free)
- ☐ Wipe/disinfect toilet paper holder (restock if empty)
- ☐ Wipe/disinfect toilet bowl exterior (lid/seat/hinges/sides/tank)
- ☐ Scrub/disinfect toilet bowl interior (bowl/under rim/stains removed)
- ☐ Empty/reline trash can
- ☐ Spot wipe/disinfect inside and surrounding trashcan area
- ☐ Vacuum Floors
- ☐ Mop Floors

## Your Cleaning is COMPLETE!

We offer a **24-hour turn-around** on every job that if anything was missed or overlooked that was on the checklist, to contact us immediately and we can come back to make it right.

*One way we make this guarantee is with our walkthrough offered after each clean. While we know it's not always possible, our tech will also communicate in-person and via this checklist if there were any areas they could not reach or clean due to limitations.*

*We appreciate your feedback to help keep our cleaning standards the BEST SERVICE IN TYLER.*

### END OF JOB REPORT:

- ☐ **I was** able to do a walkthrough with the client
- ☐ **I was not** able to do a walkthrough with the client
- ☐ **I was** able to clean all the areas and if there were any exceptions
- ☐ **I have** left an OOPS card with information of any areas I could not clean

TECH: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTE:**

\*We do not do laundry, please have clean sheets laid out for our techs to know to change them.

\*Higher items will only be dusted w/ an extension duster. We will try to reach any visible places either by hand or with an extension duster.

\*Most homes have at least one chandelier or vaulted ceiling fan that we cannot reach by hand.