

ORANGE APPEAL

Make Ready / Top to Bottom Checklist

Cleaning Type:

- ☐ Top to Bottom (occupied)

All Top to Bottom cleanings must be tidied for us to guarantee the clean. In the event that a room has excessive clutter, it could lead to the room being skipped, or specific areas not being cleaned.

- ☐ Make Ready (vacant property)

In the event that a room has boxes, or remaining items, it could lead to the room being skipped, or specific areas not being cleaned.

Whole House

(including hallways/entryways/office)

- | | |
|---|--|
| ☐ Ceiling fan/Light fixtures wiped within reach | ☐ Baseboards vac / hand wiped |
| ☐ Cobwebs removed | ☐ Light switch plates hand wiped |
| ☐ Blinds / Shutters vacuumed | ☐ All open shelves hand wiped |
| ☐ Window sills hand wiped | ☐ Stairs vacuumed &/or mopped |
| ☐ Moldings / Doorway hand wiped | ☐ Floors vacuumed &/or mopped |

Bedrooms

- | | |
|---|--|
| ☐ Ceiling fan/Light fixtures wiped within reach | ☐ Baseboards vac / hand wiped |
| ☐ Cobwebs removed | ☐ Light switch plates hand wiped |
| ☐ Blinds / Shutters vacuumed | ☐ All open shelves hand wiped |
| ☐ Window sills hand wiped | ☐ Stairs vacuumed &/or mopped |
| ☐ Moldings / Doorway hand wiped | ☐ Floors vacuumed &/or mopped |

Bathrooms

- | | |
|--|---|
| ☐ Ceiling fan/Light fixtures dusted within reach | ☐ Inside Toilets scrubbed / disinfected |
| ☐ Cobwebs removed | ☐ Tub/shower & tiles scrubbed / disinfected |
| ☐ Blinds / Shutters vacuumed | ☐ Glass shower doors / Tracks scrubbed |
| ☐ Window sills hand wiped | ☐ Shower Fixtures scrubbed / hand dried |
| ☐ Moldings / Doorway hand wiped | ☐ All uncluttered bathroom counters wiped/disinfected |
| ☐ Baseboards vac / hand wiped | ☐ All empty drawers, shelves, inside cabinets vac / hand wiped <u>MAKE READY ONLY</u> |
| ☐ Light switch plates hand wiped | ☐ Outside all cabinet fronts / drawers / pulls hand wipe |
| ☐ All sinks scrubbed / disinfected | ☐ Floors vacuumed &/or mopped |
| ☐ Mirrors cleaned | |
| ☐ Towels straightened | |
| ☐ Trash emptied | |
| ☐ Outside Toilets scrubbed / disinfected | |

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Make Ready / Top to Bottom Checklist

Kitchen/Laundry

- | | |
|--|--|
| ☐ Ceiling fan/Light fixtures <i>wiped within reach</i> | ☐ Empty Sink <i>scrubbed</i> |
| ☐ Outside of appliances <i>cleaned</i> | ☐ Blinds / Shutters <i>vacuumed</i> |
| ☐ Inside microwave <i>cleaned</i> | ☐ Window sills <i>hand wiped</i> |
| ☐ Stovetop <i>scrubbed</i> Grates or drip pans
<i>debris removed</i> | ☐ Moldings / Doorway <i>hand wiped</i> |
| ☐ All empty drawers, shelves, inside cabinets
<i>vac / hand wiped <u>MAKE READY ONLY</u></i> | ☐ Baseboards <i>vac / hand wiped</i> |
| ☐ Outside all cabinet fronts / drawers / pulls
<i>hand wipe</i> | ☐ Light switch plates <i>hand wiped</i> |
| ☐ Uncluttered countertops <i>hand wiped</i> | ☐ Floors <i>vacuumed &/or mopped</i> |
| ☐ Backsplashes <i>hand wiped</i> | ☐ *Washing Dishes <i>optional add-on</i> |
| | ☐ *Interior Oven <i>optional add-on</i> |
| | ☐ *Interior Fridge <i>optional add-on</i> |

NOTE:

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

* We do not wash walls.

* We cannot guarantee the results of mini-blind cleaning. Excessive build-up may require a professional mini-blind cleaning service. Please allow for some dust resettlement after we leave. We try to limit the dust in the air but cannot prevent this entirely.

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: _____