House Cleaning Checklist

Date _____

Basic Maid Service	Todo	Done
All looring is swept, mopped or vacuumed	❑	❑
All window sills and window ledges are wiped down	❑	❑
All furniture is dusted and cleaned	❑	❑
All rooms are tidied up	❑	❑
All your linens are changed and beds are made. Please don't forget to put out fresh linens!	❑	❑
All toilets, sinks, counters, tubs and showers are thoroughly wiped down, cleaned and disinfected	❑	❑
All knick-knacks, mirrors, ixtures and chrome are dusted, cleaned and shined	❑	❑
All appliance and kitchen surfaces are wiped down, cleaned and sanitized	❑	❑
All wastebaskets are emptied and wastebasket liners are replaced	❑	❑
Dishwasher emptied and/or loaded	❑	❑
	❑	❑
	❑	❑
	❑	❑
	❑	❑
	❑	❑

Make-ready Maid Service	Todo	Done
All looring is swept, mopped or vacuumed	❑	❑
All window sills and window ledges are wiped down	❑	❑
All ceiling fans are dusted	❑	❑
All baseboards are washed and dried	❑	❑
All toilets, sinks, counters, tubs and showers are thoroughly wiped down, cleaned and disinfected	❑	❑
All mirrors, ixtures and chrome are cleaned and shined	❑	❑
Refrigerator cleaned inside and out	❑	❑
Range or stovetop cleaned	❑	❑
Oven cleaned inside and out	❑	❑
Microsoft cleaned inside and out	❑	❑
Pantry and cabinetry dusted and cleaned	❑	❑
All trash is disposed of, fresh trash bags put in place	❑	❑
	❑	❑
	❑	❑
	❑	❑
	❑	❑
	❑	❑

Additional Services	To do	Done
Clean and defrost freezer	❑	❑
Clean under the stove top (area beneath drip pans)	❑	❑
Clean exhaust fan/hood	❑	❑
Polish wooden kitchen cabinets	❑	❑
Clean inside empty kitchen cabinets and drawers	❑	❑
Remove all items from kitchen cabinets, clean inside and replace all items	❑	❑
Clean area above kitchen cabinets and decorator items displayed there	❑	❑
Polish wooden bathroom cabinets	❑	❑
Clean inside empty bathroom cabinets and drawers	❑	❑
Remove all items from bathroom cabinets, clean inside and replace all items	❑	❑
Clean area above bathroom cabinets and decorator items displayed there	❑	❑
Wash all wastebaskets	❑	❑
Spot clean walls for animal marks, hand prints	❑	❑
Clean doorframes and windowsills	❑	❑
Clean blinds, both sides	❑	❑
Vacuum curtains	❑	❑
Clean interior windows	❑	❑
Clean window tracks and frames	❑	❑
Clean interior and exterior French doors	❑	❑
Clean interior and exterior sliding glass doors	❑	❑
Remove cobwebs from ceilings and walls	❑	❑
Remove cobwebs from light ixtures	❑	❑
Clean out ireplace (Must not have been in use for at least 3 days)	❑	❑
Clean under beds	❑	❑
Vacuum upholstered furniture	❑	❑
Move furniture to clean underneath and behind	❑	❑
Dust air vents	❑	❑
Broom sweep garage	❑	❑
Broom sweep porches	❑	❑
Remove books from bookshelves and clean shelves	❑	❑
Remove CD's, DVD's, video tapes from shelves to clean	❑	❑
Roll up area rugs to clean beneath	❑	❑
	❑	❑
	❑	❑