



Maid Service Checklist

DAILY	WEEKLY	MONTHLY
Kitchen		
<input type="checkbox"/> Wash dishes <input type="checkbox"/> Clear and wipe table <input type="checkbox"/> Wipe countertops and stove <input type="checkbox"/> Wipe the sink <input type="checkbox"/> Sweep <input type="checkbox"/> Wipe up spots on the floor <input type="checkbox"/> Take out trash	<input type="checkbox"/> Wipe up spills in fridge <input type="checkbox"/> Throw out old food <input type="checkbox"/> Clean outside of appliances <input type="checkbox"/> Scrub and shine sink <input type="checkbox"/> Shake or vacuum rugs <input type="checkbox"/> Mop	<input type="checkbox"/> Dust blinds and vacuum curtains <input type="checkbox"/> Wash windows <input type="checkbox"/> Wipe cupboard doors <input type="checkbox"/> Clean fridge <input type="checkbox"/> Clean oven and oven hood <input type="checkbox"/> Clean small appliances <input type="checkbox"/> Wash trash can
Bathroom		
<input type="checkbox"/> Spray shower with shower mist <input type="checkbox"/> Clean mirror <input type="checkbox"/> Wipe the sink and counter <input type="checkbox"/> Clean the toilet bowl <input type="checkbox"/> Wipe toilet seat and rim	<input type="checkbox"/> Mop <input type="checkbox"/> Clean sink/countertop <input type="checkbox"/> Wipe door/knobs <input type="checkbox"/> Clean tub <input type="checkbox"/> Clean outside of toilet <input type="checkbox"/> Empty trash <input type="checkbox"/> Shake or vacuum rugs	<input type="checkbox"/> Clean showerhead <input type="checkbox"/> Wash windows <input type="checkbox"/> Wash rugs <input type="checkbox"/> Wash trash can
Bedrooms		
<input type="checkbox"/> Make bed <input type="checkbox"/> Straighten nightstand <input type="checkbox"/> Put clothes away	<input type="checkbox"/> Change sheets <input type="checkbox"/> Dust <input type="checkbox"/> Vacuum	<input type="checkbox"/> Straighten shoes <input type="checkbox"/> Straighten drawers <input type="checkbox"/> Dust blinds/vacuum curtains <input type="checkbox"/> Wash windows <input type="checkbox"/> Vacuum around the edges of room
Living/Family Rooms		
<input type="checkbox"/> Clean up the clutter <input type="checkbox"/> Straighten pillows/cushions <input type="checkbox"/> Straighten coffee/end tables <input type="checkbox"/> Wipe spots off tables	<input type="checkbox"/> Dust <input type="checkbox"/> Vacuum <input type="checkbox"/> Straighten books, DVD's, etc.	<input type="checkbox"/> Clean mirrors/dust pictures <input type="checkbox"/> Clean electronics <input type="checkbox"/> Dust blinds/vacuum curtains <input type="checkbox"/> Wash windows <input type="checkbox"/> Vacuum couch <input type="checkbox"/> Vacuum around the edges of room
Home Office		
<input type="checkbox"/> Clean up the clutter <input type="checkbox"/> Sort mail	<input type="checkbox"/> File Papers <input type="checkbox"/> Dust <input type="checkbox"/> Vacuum	<input type="checkbox"/> Clean mirrors/dust pictures <input type="checkbox"/> Dust blinds/vacuum curtains <input type="checkbox"/> Wash windows <input type="checkbox"/> Vacuum around the edges of room
Laundry / Utility Room		
<input type="checkbox"/> Laundry - clothes <input type="checkbox"/> Sweep	<input type="checkbox"/> Dust shelves <input type="checkbox"/> Wipe washer/dryer <input type="checkbox"/> Clean sink/countertops <input type="checkbox"/> Wash bedding and towels <input type="checkbox"/> Remove lint from dryer vent	<input type="checkbox"/> Clean insides of washer/dryer <input type="checkbox"/> Wash windows <input type="checkbox"/> Change filters on heating/AC units <input type="checkbox"/> Mop
Entryway / Porch		
<input type="checkbox"/> Pick up clutter	<input type="checkbox"/> Sweep entry and steps	<input type="checkbox"/> Wash windows <input type="checkbox"/> Wash hand rails and door