

Elite Cleaning of Washington **Check List**

Customer: Sample Commercial

Address:

Phone:

Email:

Entry Method: (**Options - We have the key, Code - garage, door, lock box), door open, key under mat, etc.**)

Payment Method: (**Options - Check, Cash, Invoice**)

PLEASE NOTE: For invoiced Customers, billing is completed the first week of each month and covers all cleans taking place within that month. We are not asking you to prepay; we are asking you to settle your invoice on or before the last day of the month. There will be a \$30 late charge if payment is not received within 30 days of the last service date.

Price: Deep cleaning is \$40 per hr/employee: then \$ every 2 weeks plus \$___ Travel Fee*. *The Travel Fee is \$10-\$15 and is based on geographic location of clean. (i.e., Olympia - \$10; Shelton - \$15)

Special Instructions:

Trash & Recycle (Compost?):

Empty bins; locate dumpster for removing trash from office

Lobby:

Clean all surfaces (touch everything) including furniture

Clean inside and outside glass doors & inside windows

Floors - vacuumed and mopped accordingly

Front Desks:

Clean all surfaces (touch everything) (Do not move stacks)

Floors - vacuumed and mopped accordingly

Other Rooms:

Clean all surfaces (touch everything) (Do not move stacks)

Floors - vacuumed and mopped accordingly

Hallways:

Clean all surfaces (touch everything)

Floors - vacuumed and mopped accordingly

Offices:

Clean all surfaces (touch everything)
Floors - vacuumed and mopped accordingly

Kitchen/Break Area:

Countertops and backsplash all items moved, cleaned, and replaced
Cabinet fronts cleaned w/ dawn/hot water (If space between cabinets & ceiling - Clean every 3 months)
Clean all surfaces (touch everything)
Stainless steel cleaned, if applicable
Stove top cleaned including under hood & top of exhaust area
Sink cleaned
Kitchen window & blind cleaned
Outside of all appliances cleaned and top of fridge cleaned (open oven, dishwasher & refig clean the front, sides, door edges(lips), any spill areas)
Inside and outside of microwave cleaned
Wipe down table and chairs (even the bottoms of the legs)
Floors - vacuumed and mopped accordingly

Bathroom(s):

Clean light fixture, vents, etc.
Clean all surfaces (touch everything) (fixtures, towel & toilet paper, decor, etc.)
Tubs, showers, and toilets (inside and outside) cleaned including shower curtain, doors, shower caddy (product items), etc. All around the toilet including base, water hose, value, etc.
Mirrors cleaned
Sinks cleaned
Cabinet fronts cleaned
Floors - Hands & Knees clean floor

General:

Take down cobwebs (Is extra tall pole needed?)
Wipe tops of all doorways as needed
Overall appearance of rooms left neat and tidy
Fingerprints etc washed all doors, woodwork, door-frames, switch-plates and outlets
Clean all blinds, tracks, & sills
Wipe down baseboards