

Elite Cleaning of Washington **Check List**

Customer: Sample Move OUT/IN

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: \$40 per Hour/Employee Plus \$____ Travel Fee. *The Travel Fee is \$10-\$15 and is based on geographic location of clean. (i.e., Olympia - \$10; Shelton - \$15).

Windows (# of average size panes) x \$8/Each = \$

Tracks & Screens (# of tracks/Screens) x 4.50 = \$

Date & Time: date @ time

Entire House & de-cobweb outside entrance area/back patio

Pre-spray oven, refrig, & bathrooms

Use tall duster to take down all cobwebs, wipe debris off tops of doors, all trim & baseboards, blinds, etc.

Clean all Light fixtures - leave lights off bulbs get hot & can bust - remove and wash fixtures, replace than leave lights on.

Separate & start bathrooms, kitchen, windows, etc.

Bathrooms:

Clean vents, wipe **cool** light bulbs, & light fixtures

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, etc. All around the toilet including base, water hose, value, etc.

Mirrors cleaned

Sinks cleaned

Cabinet/drawer fronts cleaned; inside and out including all shelves & drawers
Switch-plates and outlets wiped down; check & clean any wall marks
Baseboards wiped down
Floors - Hands & Knees clean floor

Every surface needs to be checked & cleaned

Kitchen

Clean refrig - Take a pic to remember where things go back - remove everything cleaned, and replaced. Clean the front, sides, & top, plus move refrig & clean floor under it

Check inside dishwasher clean out as needed & run 1 cup of vinegar through a full cycle
Inside Oven & Stove top cleaned including under hood & top of exhaust area; Clean the front, sides, & top

Inside and outside of microwave cleaned

Stainless steel cleaned, if applicable

Cabinet fronts/drawers cleaned w/ dawn/hot water (If space between cabinets & ceiling - clean use degreaser if needed.

Countertops and backsplash all items moved, cleaned, and replaced

Sink cleaned

Kitchen window & blind cleaned

Switchplates and outlets wiped down; check & clean any wall marks

Baseboards wiped down

Floors - vacuumed and mopped accordingly

Every surface needs to be checked & cleaned

Laundry Room:

Cabinet fronts/drawers cleaned w/ dawn/hot water (If space between cabinets & ceiling - clean use degreaser if needed.

Countertops and backsplash all items moved, cleaned, and replaced

Sink cleaned; if available

Washer/dryer - Clean the front, sides, & top including inside lid/door

Switchplates and outlets wiped down; check & clean any wall marks

Baseboards wiped down

Floors - vacuumed and mopped accordingly

Every surface needs to be checked & cleaned

All Other Rooms, Stairs, Closets, etc!

Clean all surfaces shelves, drawers, doors, tracks, sills; if available

Switchplates and outlets wiped down; check & clean any wall marks

Baseboards wiped down

Floors - vacuumed and mopped accordingly

Every surface needs to be checked & cleaned

Windows & Blinds:

Clean all blinds, tracks & sills

Clean Windows upon request - inside/outside & screens