

## *Elite Cleaning of Washington* **Check List**

Customer: Sample Residential

Address:

Phone:

Email:

**ZILLOW: (For our database use only.)**

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 \$\_\_\_ Monthly 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 = \$

Entire House

Animals: (Type of animal, Name(s) & temperament - friendly, crated, or don't touch!  
additional animal instructions - indoor only, etc)

All garbage & recycling...Bags and bins (location ?)

### **Special Instructions:**

#### **Kitchen/Dining Room(s):**

Countertops and backsplash all items moved, cleaned, and replaced

Cabinet fronts/drawers cleaned w/ dawn/hot water and clean tops of cabinets

Clean all surfaces (touch everything)

Stainless steel cleaned, if applicable

Stove top cleaned including under hood & top of exhaust area

Sink cleaned

Kitchen window, sill, track & blind cleaned

Outside of all appliances cleaned and top of fridge cleaned (open oven, dishwasher & refrig 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, valve, etc.  
Mirrors cleaned  
Sinks cleaned  
Cabinet/drawer fronts cleaned including edges (open if needed)  
Floors - Hands & Knees clean floor

**Entryway/Hallway/Stairs:**

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

**Laundry Room:**

Clean cabinets and counters  
Dust all surfaces  
Dust/wipe down washer/dryer  
Floor vacuumed and mopped

**Bedroom(s):**

Clean all surfaces (touch everything)  
Vacuum (under beds as needed)  
Floors - vacuumed and mopped accordingly

**Living Room/Family Room/Office/Rec Room:**

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

**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

