

Checklist for Housekeeper/Home Cleaning Service

****The kitchen and the bathrooms typically take half or more of the housekeeper's time. Duties should include:**

- De-cobweb and dust: Run a duster around all the edges of the ceiling and down all the corners of the room, all the light fixtures, ceiling fans, under tables, lampshades, around pictures on walls, windowsills, and any other place that there may be spiderwebs and dust.
- Clean out of the refrigerator, including handles, ice/water dispenser, top, and vacuuming the bottom part that houses the filter.
- **(Optional)** Clean inside of the refrigerator, including shelves and drawers
- Wipe down all small appliances- toaster, blender, coffee maker, etc.
- Spot clean walls, door frames, paying special attention to the walls around the stove
- Dust the cabinet fronts and knobs, with special attention to the grime that collects on and around the cabinet handles and knobs.
- Clean and polish all countertops and surfaces
- Clean the stovetop and burners
- Clean and polish the outside over door and handle
- **(Optional)** Clean the inside of the oven
- Clean the inside and outside of the microwave oven
- Spot check and clean smudges and fingerprints from all windows and glass
- **(Optional)** Clean and polish all windows
- Empty the trash and wipe down the trash container. Replace the liner.
- Dust all trim and woodwork with duster or with cloth and spray polish (a quick cleaning with a duster or a cloth if typical. Thorough cleaning with soapy water or cleaner is optional.)
- Clean and polish front of dishwasher
- Clean light switches

BEDROOMS

- De-cobweb and dust: Run a duster around all edges of the ceiling and down all corners of the room, all the light fixtures, ceiling fans, under counters and cabinets, around pictures on the walls, windowsills, lampshades, radiators, and any other place that there may be spiderwebs and dust
- Vacuum under the bed (as far as possible)
- Polish all mirrors
- Dust all furniture
- Clean light switches

- Vacuum floor and rugs
- Dust baseboards of room
- Empty wastebasket and replace liner
- Spot clean smudges from any windows and glass
- Spot vacuum or dust the curtains and blinds
- _____
- _____
- _____

STAIRWAYS

- Vacuum steps, using broom or crevice tool along all edges and corners
- Polish handrail
- Dust baseboards
- De-cobweb and dust: Run a duster around all of the edges of the ceiling and down all of the corners of the stairway, all of the light fixtures, ceiling fans, around pictures on the walls, windowsill, lampshades, radiators, and any other place that there may be spiderwebs and dust.
- _____
- _____

LIVING ROOMS/DINING ROOMS/STUDY/OTHER

- De-cobweb and dust: Run a duster around all of the edges of the ceiling and down all of the corners of the room, all of the light fixtures, ceiling fans, under counters and cabinets, around pictures on the wall, windowsills, lampshades, radiators, and any other place that there may be spiderwebs and dust
- Vacuum the floor and rugs or mop the floors and shake out rugs
- Vacuum underneath edges of furniture as well as the vacuum will reach
- _____

Checklist for Housekeeper/Home Cleaning Service

- Sweep and mop the floor
- Shake/vacuum rugs
- NOTE: You may have prized item, such as collector plates or certain knick-knacks that you will give special instructions for or simply ask the housekeeper not to clean

BATHROOMS

- Clean toilet stool including all interior and exterior surfaces, base, and floor/wall area.
- Polish all mirrors.
- Clean and polish sinks and sink fixtures.
- De-cobweb and dust: Run a duster around all of the edges of the ceiling and down all of the corners of the room, all of the light fixtures, ceiling fans, lampshades, under counters and cabinets, around pictures on the walls, windowsills, and any other place that there may be spiderwebs and dust.
- Clean tub/shower fixtures.
- Dust all cabinets and cabinet tops.
- **(Optional)** Dust/clean and organize all jar tops, bottles, sprays, etc. on top of counters.
- Clean and mop/vacuum the floor.
- Run duster over woodwork and trim
- Spot clean doors and cabinet doors with special attention around the doorknobs.
- Clean light switches.
- Empty wastebasket and replace liner.
- Spot clean smudges from windows
- Dust blinds and/or spot vacuum curtains
- _____
- _____
- _____

Checklist for Housekeeper/Home Cleaning Service

- **(Optional)** Move out chairs, couches, and tables and vacuum underneath
- Dust TV and audio equipment (Note: TV screens may need special cleaning instructions).
- Straighten magazines, books, other items on end tables and coffee tables

LAUNDRY AND UTILITY ROOMS

- Dust and wipe/clean the top and sides of washer and dryer.
- De-cobweb and dust: Run a duster around all edges of the ceiling and down all corners of the room, all of the light fixtures, ceiling fans, under counters and cabinets, around pictures on the walls, lampshades, windowsills, and any other place that there may be spiderwebs and dust.

- Sweep and mop floor.
- Sweep or shake out rugs.
- Clean and polish utility sink and sink fixtures.
- Spot clean all windows.
- Polish mirrors and glass.
- Dust baseboards.
- Clean light switch.
- Clean fingerprints from doors, cabinets, and around all knobs and doorknobs.