START FRESH CLEANING

Standard Clean Checklist

Recurring maintenance — cleaner field checklist

STANDARD · ×1.0

CLIENT _____ ADDRESS _____ DATE _____ CLEANER _____ START _____ END _____

Recurring maintenance clean. Work top to bottom, dry to wet, back of the home to the front door. Move and replace every item you lift.

START OF JOB

- [ ] Text dispatch that you have arrived
- [ ] Walk the home, note anything already damaged or stained
- [ ] Confirm pets are secured and note any pet instructions
- [ ] Set caddy and vacuum in one staging spot, not the client's furniture
- [ ] Open blinds for light; check water is running hot

EVERY ROOM

- [ ] Empty all trash, replace liners, wipe can rim
- [ ] Remove cobwebs from ceiling corners and light fixtures
- [ ] Dust ceiling fan blades within safe reach
- [ ] Dust light fixtures, lamps, and shades
- [ ] Dust all flat surfaces — lift decor, dust under it, put it back
- [ ] Dust picture frames, shelves, and window sills
- [ ] Wipe light switches, door handles, and door edges
- [ ] Spot clean doors, frames, and walls (fingerprints, smudges)
- [ ] Spot clean baseboards where marks are visible
- [ ] Glass and mirrors wiped streak-free
- [ ] Vacuum carpet and rugs, including visible edges
- [ ] Sweep and mop all hard floors

KITCHEN

- [ ] Clear counters, clean, and return items to place
- [ ] Backsplash wiped, splatter removed
- [ ] Sink scrubbed, drain flushed, faucet polished dry
- [ ] Stovetop and grates degreased
- [ ] Range hood face and control panel wiped
- [ ] Microwave inside and out, including turntable
- [ ] Fridge, oven, and dishwasher exteriors wiped, handles included
- [ ] Cabinet fronts spot cleaned around handles and stove
- [ ] Small appliances wiped (coffee maker, toaster, mixer)
- [ ] Table and chairs wiped, including chair legs and rungs
- [ ] Trash out to the outside bin
- [ ] Floor swept and mopped, edges and under the toe kick

Dishes are an add-on. Only do them if they are listed on your job ticket.

BATHROOMS

- [ ] Toilet: bowl, under the rim, seat top and bottom, lid, tank, base, behind
- [ ] Tub and shower walls scrubbed, soap scum removed
- [ ] Shower door glass and track cleaned
- [ ] Shower head and fixtures wiped and polished
- [ ] Sink, vanity top, and faucet cleaned and dried
- [ ] Mirror cleaned streak-free, including edges
- [ ] Cabinet fronts and drawer pulls wiped
- [ ] Counter items moved, cleaned under, and returned
- [ ] Towels straightened or replaced with fresh if provided
- [ ] Trash emptied, liner replaced
- [ ] Floor mopped by hand around the toilet base and behind it

BEDROOMS

- [ ] Beds made neatly; linens changed if fresh set is left out
- [ ] Nightstands, dressers, and headboards dusted
- [ ] Mirrors and glass wiped
- [ ] Under the bed vacuumed where accessible
- [ ] Closet doors and tracks wiped
- [ ] Floors vacuumed or mopped to the edges

LIVING AND COMMON AREAS

- [ ] TV screen dusted with a dry microfiber only — never spray a screen
- [ ] Electronics and consoles dusted, cords tidied
- [ ] Cushions straightened, crumbs vacuumed from seams
- [ ] Vacuum under reachable furniture
- [ ] Stairs vacuumed, railings and spindles wiped

ENTRY, HALL, AND LAUNDRY

- [ ] Entry door glass and handle cleaned
- [ ] Mats shaken out and vacuumed
- [ ] Washer and dryer tops and fronts wiped
- [ ] Laundry room floor swept and mopped

BEFORE YOU LEAVE

- [ ] Walk every room and look back from the doorway
- [ ] All trash removed from the home
- [ ] Supplies and equipment collected — nothing left behind
- [ ] Lights off, blinds set, doors locked per client instructions
- [ ] Photos taken as required
- [ ] Mark the job complete in dispatch

NOTES FOR DISPATCH

NOT IN A STANDARD CLEAN

These are add-ons or deep-clean scope. Do them only when they appear on your job ticket: inside oven, inside fridge, inside cabinets, interior windows, blind detailing, hand-washed baseboards throughout, wall washing, pet hair treatment, laundry, organization, and anything above a two-step reach.