



2575 W US 22-3 Suite G Maineville, Ohio 45039 Office# 513-683-8888

Cycle Clean Check List

- **Pay close attention to the special notes from the office on the customer sheet(s)**
- **Kitchen**
 - ✓ Spot Check Exterior Cabinet Doors, hutches, tables, chairs
 - ✓ Stoves - Clean exterior. We clean interior by customer request
 - ✓ Refrigerators - Exterior Front and Sides, leave no streaks!! Interior by Customer Request
 - ✓ All counters, sink, appliances, shelves, window sills
 - ✓ **Floors** - General rule is to sweep with green dry micro then vacuum/edge and always hard mop high traffic areas (micro is not enough!). Then dry with a blue micro fiber after mopping. Use wet blue micro to finish other hard floor surfaces that just require micro fiber.
 - ✓ Spot Check Baseboards, woodwork, light fixtures, light switches, walls, doors (both sides)
 - ✓ Windows - sills every time, check for obvious smudges, finger prints, etc.
- **Bathroom(s)**
 - ✓ Fixtures - Sink, Mirror, Toilet, Bathtub / Shower, walls
 - ✓ Shower Door (including the chrome tracks)
 - ✓ Try to spray and scrub the bottom of the curtain if possible
 - ✓ Clean Baseboards, woodwork, light fixtures, light switches, spot check walls, doors (both sides)
 - ✓ Windows - sills every time, check for obvious smudges, finger prints, etc.
- **Dusting/Trash/Beds in all Rooms**
 - ✓ Leather furniture, Applicable Shelves, Bed Frames, Ceiling Fans
 - ✓ Spot Check Baseboards, woodwork, light fixtures, light switches, tables
 - ✓ Windows - sills every time, check for obvious smudges, finger prints, etc.
 - ✓ Communicate with vacuuming person regarding spider webs, lamp shades, etc., that cannot be reached or completed just by dusting
 - ✓ Empty all trash in every room and replace bags.
 - ✓ Change sheets and make beds by customer request
- **Vacuuming / Flooring All Rooms**
 - ✓ Use the green frilly on hard surfaces, under counter edges, furniture, etc.
 - ✓ Lift up all rugs and shake out or vacuum then make sure to clean floor where rug was then put the rug back exactly how it was
 - ✓ Spot check all rooms, identify rooms that need to be edged, look for cobwebs and debris in room corners high and low.
 - ✓ All carpeted areas should be vacuumed with even lines no foot prints.