



PURE HARMONY CLEANING & JANITORIAL LLC

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CHECKLIST

AREA	DUTIES	ROUTINE CLEANING	DEEP CLEANING	MOVE IN/OUT
GENERAL (BEDROOMS, LIVING ROOM AND COMMON AREAS)	Hard floors vacuumed and mopped	X	X	X
	Carpets vacuumed	X	X	X
	Dust all furniture	X	X	
	Dust baseboards	X	X	X
	Wipe down baseboards and doors		X	X
	Dust windows sills and ledges	X	X	X
	Wipe windows sills and ledges		X	X
	Spot wipe walls			X
	Garbage removal	X	X	X
	Remove all cobwebs	X	X	X
	Sweep all the patios and decks			
	Clean inside every closet and closet shelves			X
	Dust ceiling fans and light fixtures	X	X	X
	Wipe down ceiling fans and light fixtures		X	X
	Dust blinds	X	X	X
	Wipe down blinds		X	X
	Making beds (if linens are left on bed)	X	X	
	Vacuum upholstered furniture and rugs	X	X	
	Dust light bulbs	X	X	X
	Wipe down light bulbs		X	X
	Clean mirrors	X	X	X
	Vent dusted		X	X
	Window cleaning (inside only)			
BATHROOMS	Clean and sanitizer sinks and countertops	X	X	X
	Clean and sanitizer tile walls, bathtubs and shower	X	X	X
	Wipe down all cabinets fronts	X	X	X
	Clean light fixtures	X	X	X
	Vacuum and mop bathrooms floors	X	X	X
	Clean mirrors	X	X	X
	Clean and sanitize toilet	X	X	X
	Clean baseboards		X	X
	Clean small personal items	X	X	
KITCHEN	Clean and sanitizer sinks and countertops	X	X	X
	Clean outside appliances	X	X	X
	Clean stove	X	X	X
	Wipe the extractor hood	X	X	X
	Wipe the extractor hood (if including the filter)		X	
	Clean microwave inside-out	X	X	X
	Wipe down cabinets front	X	X	X
	Wipe inside cabinets and drawers			X
	Clean oven outside	X	X	X
	Clean the inside of refrigerator			X