

# Quality Assurance Checklist

Today's Cleaning:  Deluxe  CORE  Spring Clean  Move-In/Out

Refer to your emails, "Confirmation of Maid Service from It's Maid Day" and "Maid Service Estimate from It's Maid Day" for more details

## All Rooms – including Bathrooms, Bedrooms, Kitchen, Family Rooms, Laundry Rooms, Dining Rooms, Hallways, etc.

- Doors and door frames dusted (spot cleaned), knobs cleaned. **Hand washed on Spring Clean and Move-In/Out**
- Light switch and plates cleaned
- Room is high dusted, free of cob webs
- Ceiling Fans & Vents dusted - **Fans within reach using step ladder, hand cleaned on Spring Clean and Move-In/Out**
- Light fixtures dusted - **Light fixtures within reach using step ladder, hand cleaned on Spring Clean and Move-In/Out**
- All items on the walls and within reach are dusted. Dusted items are hanging balanced against the wall.
- All knick-knacks hand dusted (up to 10 items per shelf, unless more time purchased)
- Bookshelves and edge of books dusted
- Mirrors and interior French Doors spot cleaned or cleaned streak free as needed
- Window sills & blinds dusted (both sides). **Hand washed on Spring Clean and Move-In/Out**
- Table dusted or wiped clean. All chairs wiped clean and no dust bunnies on bottom of chair legs
- All furniture dusted top to bottom (spot cleaned as needed) and area under furniture cleaned (within reach)
- Pillows fluffed and straightened, blankets refolded, and general straightening up
- TVs and Entertainment Centers dusted – TV screens are not cleaned for safety reasons
- Baseboards dust free and spot cleaned as needed. **Hand washed on Spring Clean and Move-In/Out**
- Floors vacuumed (pattern marks in carpet) and mopped clean if non-carpeted. Check corners & edges of all floors
- Wastebaskets emptied and relined

## Bathrooms – unique areas cleaned, in addition to the common areas mentioned in "All Rooms"

- Shower/Tub cleaned free of soap scum, mold and stains
- Shower head cleaned and shined with dry rag
- Ledge at top of shower walls dust free
- Shower curtain rod dusted
- Shower/Tub items on shelves moved to clean the shelf and then replaced in some orderly fashion
- Check under shelves in shower for mold and stains
- Shower door and glass area are clear of soap scum and dried streak free
- Sliding Shower Door track completely clean
- Towel Racks dusted/cleaned and all Towels folded and hung on rack or peg
- Mirrors cleaned and dried streak free with no smudges
- Counter tops clean to the touch. No sticky feeling or bumps. It should be smooth to the touch
- All items on counter wiped clean and returned as before or in an orderly fashion with labels facing forward
- Sinks scrubbed clean with sponge and smooth to touch. Drains left open for safety reasons
- Tip of faucet cleaned free of toothpaste or any buildup - Faucets shined using a dry rag
- Cabinet doors dusted (spot cleaned) **Hand washed on Spring Clean plus inside cabinets & drawers on Move-In/Out**
- Area under cabinets dusted free of cob webs and no hair on the floors
- Weight Scale wiped clean
- Toilet exterior cleaned from top to bottom including all surfaces of seat and lid.
- Toilet interior cleaned of all stains. Bend down to see under the lip. Look down the throat of toilet.
- Floor behind toilet cleaned and baseboards around toilet hand wiped clean
- Check behind the door in toilet room to make sure no dust bunnies or anything on the floor

## Bedrooms – unique areas cleaned, in addition to the common areas mentioned in "All Rooms"

- All beds made for no cost – **For \$3 a bed = bed linens stripped, taken to laundry room and clean linens put on bed**
- Closet floors vacuumed if free of clutter – Large Closet Rooms cleaned like All Rooms
- **Racks, shelves and entire EMPTY Closet cleaned on Move-In/Out**

## Kitchen – unique areas cleaned, in addition to the common areas mentioned in “All Rooms”

- Stove top and front, are cleaned and shined. Grates and Drip Pans are cleaned.
- **Inside oven window cleaned on Spring Clean and Move-In/Out**
- Safety check to make sure cook top knobs are OFF
- Range hood outside wiped clean - **Inside of range hood cleaned on Spring Clean and Move-In/Out**
- Microwave oven cleaned inside and out
- Cabinet exteriors and knobs hand washed cleaned (no spots) – **Inside cabinets and drawers on Move-In/Out**
- Area underneath kitchen cabinets free of cobwebs
- Counter tops clean to the touch. No sticky feeling or bumps. It should be smooth to the touch
- Move items on counter top away from back splash to confirm 100% of counter cleaned, including the backsplash
- All items on the kitchen counter dusted or cleaned (exterior only)
- Sinks scrubbed cleaned with sponge. Drains left open for safety reasons
- Tip of faucet cleaned free of any buildup - Faucets must shine using a dry rag
- Window over the kitchen sink cleaned (inside only and within reach)
- Large appliances, like dishwasher, exterior cleaned – **Inside dishwasher on Move-In/Out**
- Refrigerator top dusted, doors and handle cleaned – **Inside of refrigerator cleaned on Move-In/Out**
- Check gaps between frig, wall & cabinets to remove cobwebs and clean floor as best as possible
- Kitchen Table clean to the touch. All chairs wiped clean and no dust bunnies on bottom of chair legs
- Pantry room floor vacuumed and mopped clean – **Racks and shelves wiped clean on Move-In/Out**
- Hidden trashcans emptied and relined. Free standing trashcan exterior wiped clean - streak free if stainless steel
- Check the corners and edges of the kitchen floor to confirm there is no dirt or crumbs in the corners
- Check floor including hot spots, to make sure floors are clean (Front of Sink, Refrigerator & area around Trash Cans)

## Laundry Room – unique areas cleaned, in addition to the common areas mentioned in “All Rooms”

- Washer and Dryer wiped clean on all exposed surfaces
- Check gaps between washers & dryer, wall & cabinets to remove cobwebs and clean floor as best as possible
- Sinks and counters cleaned smooth to the touch. Nothing sticky or bumps
- Cabinet doors dusted (spot cleaned) **Hand washed on Spring Clean plus inside cabinets & drawers on Move-In/Out**
- Area underneath cabinets free of cobwebs

## Stairs – unique areas cleaned, in addition to the common areas mentioned in “All Rooms”

- Stair rail dusted and spot cleaned when needed - **Wet wiped clean on Spring Cleans and Move-In/Out**
- Spindles on stair railing dusted from top to bottom - **Wet wiped clean on Spring Cleans and Move-In/Out**
- Stairs swept or vacuumed and then mopped clean. All corners of every step is free of dirt, dust or hair

## Entrances / Foyer – unique areas cleaned, in addition to the common areas mentioned in “All Rooms”

- Windows on FRONT door cleaned inside and outside. (Narrow windows on each side of front door included)
- Windows on BACK door cleaned inside and outside.

**Thanks for the opportunity to clean your home.** I have checked your home using this checklist and any special instructions in your work order. If anything is less than perfect, there will be a checkmark on this form, next to the area in question, along with notes down below from your Team Leader.

Team Leader in charge:

Date: