

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 about your specific cleaning plan. CORE Cleaning includes Kitchen, Bathrooms, plus 1 additional room. We also vacuum/mop all floors and collect trash. Blocks of Time cleaning is a Priority List provided by the Customer, so this form does not apply.

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 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 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, handles and water dispenser area & tray cleaned – **Inside 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 today. I have checked your home using this checklist and any special instructions in your work order. If any area was cleaned less than perfect, it will be listed below.

Team Leader in charge:

Date: