

Deep Clean Checklist

Completion Date ____/____/____

House: _____

Inventory of Articles Removed for Laundry

Bedsread:

Blankets:

Bed Skirts:

Mattress Pads:

Pillow Liners:

Pillow Shams:

Couch/Chair armrest slipcovers:

Couch/Chair cushion slipcovers

Throw pillow covers:

Window Valances:

Curtains:

Shower Liners:

Shower Curtains:

Throw rugs from kitchen/hallway/bathrooms:

Entry:

- Clean Tile/Carpet/Wood- Especially the corners
- Note condition of the entryway rugs/doormats. Remove and wash/replace as necessary.
- Dust and wipe down decor and picture frames

Dining Room:

- Vacuum all floors including behind and under furniture and in the corners
- Mop any tile, hardwood floors

- Dust all wood furniture, trim and baseboards then wipe down with lemon oil (dining table, chairs, buffet, cabinets etc).
- Vacuum all cloth furniture using hand vacuum, remove pillows and vacuum underneath and inside baseboard heaters.
- Clean all sides(inside too) of baseboard heaters.
- Dust all pictures and clean all glass
- Clean chandelier (check to make sure the bulbs match)
- Dust all decor, fake plants

Kitchen:

- Remove and dust are/ decor, and fake plants from above cabinets
- Clean above cabinets
- Clean all major appliances inside, top, and sides, underneath as far as possible. If you can pull the appliances forward, please clean behind them.
- Clean oven, remove racks to clean, clean oven drawer.
- Stove-remove all heating elements and wipe down the stovetop.
- Clean stove top fan remove the filter and clean with hot soap and water.
- Wipe down the inside of the fridge and freezer (empty ice maker and defrost freezer if needed)
- Dust and clean top/above fridge
- Clean inside and outside of the microwave-remove the glass tray and clean it
- Clean the inside and outside of the dishwasher. Run the dishwasher while empty to check for broken or missing parts.
- Clean all small appliances including coffee maker, blender, toaster, toaster ovens, can openers etc.
- Empty all cabinets and drawers and clean inside
- Organize all like items
- Inspect all cookware, dishes, glasses, silverware, utensils, etc for cleanliness.
- Wash any area that is dirty. Report to DBB what is unusable and needs to be replaced. Throw away broken kitchen items
- Clean all cabinet doors inside and out.
- Oil wood cabinets
- Clean and mop wood/tile floors
- Clean all countertops
- Clean underneath sinks-remove all items, clean and replace. Organize items used daily.
- Scrub inside and outside of garbage cans with disinfectant
- Wash walls to ensure all food and grease is removed.
- Check rugs

Bathrooms:

- Clean all corners of the sink and faucets, use tools that will allow you to clean the corners and near the faucet/faucet handles.
 - Remove shower liner to be washed(if fabric) and curtains, pick up new liner if plastic liner needs to be replaced.
 - Clean tubs/shower/walls
 - Clean shower glass doors
 - All faucets, towel racks, tp rack, shower rods should be buffed and shined
 - Vacuum and clean bathroom ceiling vent using hand vacuum
 - Empty contents of all drawers and clean inside
 - Empty cabinets and clean inside
 - Clean all corners of the toilet, remove screw covers and clean
 - Clean cabinet doors
 - Clean inside and outside of trash can with disinfectant
 - Dusty vanity light fixtures-remove globe/glasses to clean
 - Spot clean walls and clean scuff marks/stains
 - Wipe down all baseboards and wood trim with lemon oil
 - Lemon oil wood cabinet doors and window sills.
 - Clean all sides and the inside of the baseboard heaters.
 - Sweep and mop all floors,m especially behind the toilet
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Living Areas:

- Dust ceiling fans first before dusting elsewhere, wiper blades.
- Windows- clean door rail/slide top and bottom
- Vacuum all cloth furniture using hand vacuum, remove pillows and vacuum underneath and in cracks. Note any stains to the Cleaning Dept.
- Open sleeper sofas and vacuum inside. Flip Mattress.
- Dust all electronics- TV, DVD, stereo system, docking stations - do not remove any items of heavy and do not alter the wiring
- Dust all pictures and clean glass
- Dust all lamps and light fixtures-remove globe/glasses to clean
- Clean all wall sconces
- Dust all wood/plastic blinds
- Fireplace-clean glass, mantle, hearth clean firewood bins, empty ash bin
- Clean interior windows that are reachable along with window tracks
- Wipe down leather furniture with leather cleaner. (Do not use a towel, use cloth)
- Spot clean walls and clean scuff marks/stains.

- Dust all wood furniture, door trims and baseboards
- Clean all door corners
- Clean all sides and inside of the baseboard heaters
- Vacuum all floors including behind and under furniture and in the corners.
- Lemon oil all wood

Bedrooms:

- Remove bedding to be washed-take inventory of bedspreads, comforters, blankets, mattress pads, bed skirts and pillow shams. Report to DBB what needs to be replaced.
- Flip or rotate the mattress if possible.
- Dust ceiling fans first before dusting elsewhere
- Windows- clean rail/slide both top and bottom as well as the glass
- Sliding glass doors- clean as you would the windows
- Vacuum all floors including under the beds, behind and under the furniture and in the corners.
- Vacuum all cloth furniture using a hand vacuum
- Clean all sides and inside baseboard heaters.
- Dust all pictures and clean all glass/mirrors.
- Straighten all closets and remove any non-plastic hangers, There should be at least 10 hangers
- Closet- make sure the extra blankets and pillows are folded nicely and set on the top shelf or on top of dressers in the closet.
- Spot clean all walls and clean scuff marks/stains.
- Clean all door corners
- Lemon oil all wood.

Other living areas/game rooms/den

- Remove all cobwebs
- Vacuum and clean under rugs\
- Clean the insides of windows that are reachable
- Clean all pictures, glass, and mirrors.
- Dust
- Straighten all closets and move non plastic hangers
- Check and make sure all light bulbs match
- Remove all globes and lights and clean them inside and out
- Clean all light switches and outlets
- Organize all books, games, CD's, DVD's. Throw out broken or damaged items.

- Make sure all pool tables, shuffle boards, air hockey and foosball tables have the right pieces and that nothing is broken
 - All towels, blankets, slipper baskets should be emptied and cleaned out
 - Clean all sides and inside the baseboard heaters
 - Spot clean walls and clean scuff marks/stains.
 - Clean all door corners
 - Lemon oil all wood surfaces
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Laundry closet/room

- Remove everything out of the cabinets and drawers and clean them.-throw away broken or old items. Organize all items
- Wipe down outside of washer and dryer
- Open doors and clean inside and around the opening.
- Clean sinks, cabinets and floors
- Dust everything
- Clean inside and outside of garbage cans

Garage/Deck/Patio

- Pick up all trash
 - Sweep and/or spray out garage/decks/patios
 - Deep clean BBQ. Check BBQ cover and report to DBB if it needs to be replaced. Make sure the BBQ brush is in good condition.
 - Organize homeowners personal belongings to the edge of the garage if the home has garage access to guests
 - Wipe down all patio and deck furniture and arrange appropriately
 - Rise off the hot tub cover. Report to DBB if the cover has any rips or needs to be replaced.
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