

Living room and dining room

Ceiling and corners

Remove cobwebs from ceiling and corners

Dust and wash light fixtures and vents (ceiling, walls)

Change light bulbs where required

Walls, windows and doors

Light switch plates, door knobs and power outlets wiped (points of contact)

Wipe door, door frame, door threshold

Dust and clean the frame and glass of all frames

Spot clean walls as required to remove marks and fingerprints

Shades, curtains, blinds, drapes, valences washed and/or dusted

Wipe window sills, tracks and frames

Clean and/or repair window screens and wash window panes

Furniture

For each piece of furniture, do the following:

Remove all items (accessory, décor piece etc.) off the furniture, decide if you want to donate or discard (or permanently move) any items.

Clean underneath the furniture – if safe to do so, pull out the piece to get at the dust bunnies underneath and behind

Place felt pads on furniture if possible to make future moves easier

Clean the piece of furniture; dust and polish the tops, side and legs of each piece

Sort through junk drawers/pile/bowl (keep, donate, discard), clean the drawer/bowl and replace all kept items neatly

Dust and replace each item (accessory, lamp, décor piece etc.) where it belongs

Remove any seasonal decorations and store

Upholstery and seating

Decorative pillows, throws and other upholstered items to be washed (professionally or at home)

Upholstered items – beat cushions out to remove dust and debris, clean underneath cushions and clean underneath if possible

Vacuum or wipe all upholstery

Flip/rotate cushions where possible, launder seat covers if you wish

Floor

Clean baseboards

Carpets steam cleaned and/or deodorized with baking soda

Rugs washed (professionally or at home), area under rug included

Clean floors

Products I need:

Start time/end time:

Notes:

