Client Name_____ Employee(s) Providing Service_____ Date of Cleaning_____

Rooms	Floors & area rugs vacuumed (under beds too)	General furniture dusting	Dust window sills & door trim	Dust lights & lamp shades	Hardwood & tile floors mopped	Shower/ bathtub & toilet cleaned	Sinks scrubbed clean & dis-infected	Final Check	Check off
Bathroom 1	✓	✓	✓	✓	✓	✓	✓	Dust all baseboards & trim (every room)	
Bathroom 2	✓	✓	✓	✓	✓	✓	✓	Vacuum air vents on walls & ceilings	
Bathroom 3	✓	✓	✓	✓	✓	✓	✓	Ceiling fan blades cleaned, all cobwebs removed	
Bathroom 4	✓	✓	✓	✓	✓	✓	✓	Dust all mini-blinds & indoor shutters	
Comments								Inside & outside of microwave cleaned	
								Wipe front of fridge, oven & dishwasher	
Bedroom 1	✓	✓	✓	✓	✓			Rangetop cleaned & wiped (under burners)	
Bedroom 2	✓	✓	✓	✓	✓			Kitchen cabinet doors cleaned & wiped	
Bedroom 3	✓	✓	✓	✓	✓			Countertops cleaned ("remove & improve")	
Bedroom 4	✓	✓	✓	✓	✓			Picture frames dusted & mirrors cleaned	
Comments								Vacuum under sofas & under cushions	
								Cushions, pillows dusted & rug-fringe straightened	
Office/Den	✓	✓	✓	✓	✓			Wipe marks off light switch plates	
Family room	✓	✓	✓	✓	✓			Clean main slider & glass by front door, inside & out	
Living room	✓	✓	✓	✓	✓			Trash/recycling containers emptied & cleaned	
Dining room	✓	✓	✓	✓	✓			Miscellaneous items straightened (facing forward)	
Foyer/Entryway	✓	✓	✓	✓	✓			Antibacterial essential oil room spray (carpeted ares)	
								Extras:	
Kitchen	✓	✓	✓	✓	✓		✓		
Laundry room	✓	✓	✓	✓	✓		✓	**Comments to client:**	
Basement	✓	✓	✓	✓	✓				
Comments									

✓= included in the initial, thorough service

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Ecolistic Cleaning~ **Initial, thorough checklist**

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