

House Checklist

Kitchen:

- Microwave- inside/outside (take out tray, wipe down top/sides/bottom, wipe down tray)
- Stove/Range (wipe down hood, take off knobs/wipe/put back, grates taken off and wiped, top as applicable)
- Oven- outside (wipe down entire front, take off any knobs/wipe/put back, pull out bottom drawer and wipe the top)
- Counter tops (move forward any items/wipe behind/wipe item/put back)
- Sink (scrub, take out drain, scrub inside rubber lip, put drain back)
- Stainless steel polish (use on stainless steel appliances where applicable)
- Dusting (all wall art, countertop decor, light fixtures,etc)
- Vacuum floor, under cabinets and hard to reach areas (hand wipe underneath cabinets and appliances, edge with vacuum)
- Mop floor (move all mats and wipe down by hand, replace mats once flooring is moped)
- Sanitize outside of trash can (pull away from area, wipe down all sides/foot stools/etc)
- Sanitize kitchen table and chairs (wipe down all rungs, legs, and seats, table top)
- Spot check outside of cabinets (wipe down fronts of all upper and lower cabinets, wipe down all sides of islands)
- Sanitize backsplash (wipe down/scrub all of backsplash)
- Windows behind kitchen sink if applicable (use dawn to wipe down any windows)
- Sliding glass doors if applicable (use dawn to wipe down inside and outside (seasonal))
- Dust/wipe down all baseboards, woodwork, doors, etc.
- Dust/wipe down all lightswitches, doorknobs, window sills, etc.

Bathrooms:

- Dusting- ALL pictures, decorations, mirrors, handles, heaters, shelves, air ducts, etc.
- Toilet- inside and outside (use toilet brush/pumice stone for inside, wipe down outside including tank, all seats, front, water line, bottom area near the floor)
- Mirror/glass surfaces (use dawn solution, make sure no blotches left behind)
- Countertops (pick up all items, wipe underneath wipe item, place back)
- Sink (wipe/scrub as needed, includes drain)
- Spot check vanity cabinets (includes sides and underneath if applicable)
- Tub/shower (wipe down all walls, fixtures, door tracks, outside of tub, scrub tub/shower floor)
- Shower glass doors (use dawn or bar keepers for hard water stains with a sponge)
- Vacuum

- Hand wipe all flooring (includes toilet water line, walls behind toilet, all baseboards)
- Empty trash (empty all trashcans and put in a new liner)
- Dust/wipe down all baseboards, woodwork, doors, etc.
- Dust/wipe down all lightswitches, doorknobs, window sills, etc.

Bedrooms:

- Dry/damp cloth dusting of all surfaces
- Dust under all furniture with hardwood and ceiling fan/crown molding, air ducts, etc.
- Vacuum all flooring
- Mop where appropriate
- Make bed (take off all bedding, make sure top sheet is tucked in the bottom, put over two pillows, comforter next, fold down with top sheet, add decorative pillows and fluff as needed)
- Straighten up lightly if needed (3-5 minute allocated window)
- Empty trash EXCLUDES OFFICES (empty trash can, replace with new liner)
- Glass surfaces and mirrors/spot check bottom windows
- Dust/wipe down all baseboards, woodwork, doors, etc.
- Dust/wipe down all lightswitches, doorknobs, window sills, etc.

Common Areas:

- Dusting of all surfaces- pictures and all items
- Dust under all furniture with hardwood and ceiling fans/crown molding, air ducts
- Straighten/tidy blankets, pillows, etc. (5 minute allocated window)
- Vacuum all flooring
- Mop all flooring
- Vacuum stairs, mop if applicable
- Wipe/sanitize glass doors and spot check bottoms windows
- Sanitize any used surfaces such as dining room table and chairs
- Dust/wipe down all baseboards, woodwork, doors, etc.
- Dust/wipe down all lightswitches, doorknobs, window sills, etc.