**CLEANING CHECKLIST**

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| **Kitchen cleaning checklist** |
|[ ]  Dust tops of kitchen cabinets and appliances |
|[ ]  Wipe down countertops and cabinets |
|[ ]  Wipe down stovetop |
|[ ]  Clean microwave inside and out, including turntable |
|[ ]  Clean dishwasher |
|[ ]  Soak stove drip pans and knobs in sink |
|[ ]  Clean inside and around sink |
|[ ]  Clean and dry all appliance surfaces  |
|[ ]  Shine stainless steel appliances |
|[ ]  Clean stove drip pans, burner grates |
|[ ]  Clean and disinfect kitchen sink |
|[ ]  Wipe cupboard fronts, tables, and chairs |
|[ ]  Sweep and mop floor |
|[ ]  Replace rugs |
|[ ]  Empty and replace wastebasket |

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| **Bathroom cleaning checklist** |
|[ ]  Remove all dirty towels and washcloths |
|[ ]  Dust all light fixtures and decor |
|[ ]  Clean and disinfect shower, bathtub, and sinks (inside and out) |
|[ ]  Clean toilet bowl, seat, lid, tank, flush handle, and base |
|[ ]  Clean and shine all mirrors, chrome |
|[ ]  Remove hair from bathtub drain |
|[ ]  Wipe cabinet fronts, fixtures |
|[ ]  Vacuum and mop floor |
|[ ]  Replace rugs |
|[ ]  Empty and replace wastebasket |

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| **Living areas cleaning checklist** |
|[ ]  Dust from top to bottom with microfiber cloth |
|[ ]  Remove lint from all furniture |
|[ ]  Vacuum upholstered furniture and floor |
|[ ]  Clean picture frames |
|[ ]  Clean window coverings |
|[ ]  Wipe down light fixtures, switches, and outlets |
|[ ]  Dust and clean TV |
|[ ]  Clean coffee tables and end tables |
|[ ]  Clean fireplace and mantel |

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| **Bedroom cleaning checklist** |
|[ ]  Reposition furniture as necessary to vacuum |
|[ ]  Dust all furniture |
|[ ]  Vacuum room and closet floors |
|[ ]  Wipe down windowsills |
|[ ]  Clean window coverings |
|[ ]  Clean mirrors and picture frames |
|[ ]  Return furniture to original position |
|[ ]  Make bed |

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| **Dining Room** |
|[ ]  Dust blinds |
|[ ]  Vacuum |
|[ ]  Wash windows  |
|[ ]  Windex glass surface |
|[ ]  Wipe baseboards. |
|[ ]  Wipe table chairs  |
|[ ]  Organize items |
|[ ]  Dust lamps/lighting  |
|[ ]  Clean mirror(s) |
|[ ]  Wash mat |

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| **Window cleaning checklist** |
|[ ]  Remove drapes or wipe down blinds |
|[ ]  Vacuum dust and from window frames |
|[ ]  Scrub window frames with water |
|[ ]  Dry window frames with microfiber cloth |
|[ ]  Remove and clean window screens |
|[ ]  Clean window tracks |

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