

Client: _____

Standard Operating Procedure

Kitchen	Work to Be Done	Notes:
Empty trash		
Refrigerator – clean inside & outside		
Move refrigerator, clean behind and floor		
Stove – clean inside/outside		
Clean stove hood		
Microwave – clean outside/inside		
Dishwasher – clean outside/inside		
Clean and disinfect countertops and back splash		
Clean/disinfect/polish sinks and faucets		
Cabinets – clean outside/inside		
Dust ceiling corners		
Hand dust horizontal surfaces		
Hand wipe baseboards		
Vacuum or hand wipe vent grills		
Vacuum floor corners and edges		
Vacuum floor rugs		
Vacuum and damp mop hard floor		
Hand wipe light fixtures inside/out and sanitize switches		
Clean window sills and tracks		
Dust blinds		

Bathrooms	Work to Be Done	Notes:
Empty trash		
Clean and disinfect shower and tubs, remove soil and rings (when possible)		
Clean shower doors and remove hard water spots (when possible)		
Clean Mirrors		
Clean exterior/interior of vanities		
Clean/disinfect/polish sinks and faucets		
Clean and disinfect countertops		
Clean and disinfect toilets		
Clean and disinfect floor		
Vacuum/hand wipe vent grills		
Hand wipe baseboards		
Dust ceiling corners		



Hand wipe light fixtures inside/out and sanitize switches		
Clean and disinfect towel bars		
Hand dust horizontal surfaces		
Vacuum and damp mop hard floor		
Clean window sills and tracks		
Dust blinds		

Bedrooms	Work to Be Done	Notes:
Hand dust horizontal surfaces		
Dust ceiling corners		
Vacuum carpet		
Vacuum area rugs		
Vacuum and damp mop hard floors		
Clean mirrors		
Hand clean ceiling fans		
Hand wipe wall and ceiling vents		
Hand wipe light fixtures inside/out and sanitize switches & door knobs		
Hand wipe baseboards		
Make beds		
Clean window sills and tracks		
Dust blinds		
Dust Furniture		

Dining & Living Room	Work to Be Done	Notes:
Hand dust horizontal surfaces		
Dust ceiling corners		
Hand clean ceiling fan		
Clean sliding glass door and track		
Clean all mirrors		
Vacuum/hand wipe ceiling and wall vents		
Vacuum all carpet, corners and edges		
Vacuum area rugs		
Vacuum and damp mop hard floor		
Hand clean light fixtures inside/out and sanitize switches & door knobs		
Clean glass front door		
Hand wipe baseboards		
Clean window sills and tracks		
Dust Furniture		
Hand wipe grill vents		

Family/Media Room	Work to Be Done	Notes:
Hand dust horizontal surfaces		
Dust ceiling corners		
Hand clean ceiling fan		
Clean sliding glass door and track		
Clean all mirrors		
Vacuum/hand wipe ceiling and wall vents		
Vacuum all carpet, corners and edges		
Vacuum area rugs		
Vacuum and damp mop hard floor		
Hand clean light fixtures inside/out and sanitize switches		
Hand wipe baseboards		
Clean window sills and tracks		
Dust blinds		
Dust furniture		
Clean & Sanitize phone		

Den/Office	Work to Be Done	Notes:
Hand dust horizontal surfaces		
Dust ceiling corners		
Hand clean ceiling fan		
Clean sliding glass door and track		
Clean all mirrors		
Vacuum/hand wipe ceiling and wall vents		
Vacuum all carpet, corners and edges		
Vacuum area rugs		
Vacuum and damp mop hard floor		
Hand clean light fixtures inside/out and sanitize switches		
Hand wipe baseboards		
Clean window sills and tracks		
Dust blinds		
Clean & Sanitize Phone		
Wipe down Desks and cabinets		

Entrance	Work to Be Done	Notes:
Hand dust horizontal surfaces		
Dust ceiling corners		
Hand clean ceiling fan		
Clean sliding glass door and track		
Clean all mirrors		
Vacuum/hand wipe ceiling and wall vents		
Vacuum all carpet, corners and edges		
Vacuum area rugs		
Vacuum and damp mop hard floor		
Hand clean light fixtures inside/out and sanitize switches & door knobs		
Clean glass front door		
Hand wipe baseboards		
Clean window sills and tracks		
Dust blinds		

Stairway	Work to Be Done	Notes:
Hand dust horizontal surfaces		
Hand wipe baseboards		
Clean and sanitize hand rails		
Hand wipe ceiling and wall vents		
Vacuum all carpet		
Vacuum carpet edges and corners		
Vacuum and damp mop hard floor		
Hand wipe light fixtures inside/out and sanitize switches		
Clean window sills and tracks		
Dust blinds		

Utility/Laundry Room	Work to Be Done	Notes:
Empty trash		
Hand dust horizontal surfaces		
Dust ceiling corners		
Hand clean ceiling fan		
Vacuum/hand wipe ceiling and wall vents		
Vacuum all carpet, corners and edges		
Vacuum area rugs		
Vacuum and damp mop hard floor		
Hand clean light fixtures inside/out		
Sanitize switches & door knobs		
Hand wipe baseboards		

Clean window sills and tracks		
Dust blinds		
Clean and sanitize outside of washer and dryer		

I approve the following list of cleaning specifications and understand that these items, added to this list if requested, may be an additional charge.

_____ Customer signature

_____ Date

Special Services	Price	Notes:
Wash Interior Windows		
Wash Exterior Windows		
Wash Window Screens		
Carpet Cleaning		
Carpet Spotting		
Upholstery Cleaning		
Ultrasonic Blind Cleaning		
Floors (strip/scrub/wax)		
Sealing Grout Lines		
Clean Dryer Vent/Waiting on Laundry		
Applying wood polish or oil to wood work/ Silver Polish/Brass		
Wash Ceilings/Walls		
Haul large amounts of trash and debris to land fill		
Other:		