

# Segovia cleaning services Move In/Out cleaning form

Customer name: \_\_\_\_\_ Cleaning Date: \_\_\_\_\_

Cleaned by: \_\_\_\_\_ / \_\_\_\_\_

## Entry/Hall Ways/Stairs

- Front door (inside/outside)
- Threshold
- Closets
- Flooring
- Light Fixture (if reachable)
- Cobwebs
- Other \_\_\_\_\_

## Living, Dining, Office & Bonus

- Dust walls & cobwebs
- Patio doors/sliders
- Light fixtures (if reachable)
- Heater Vents
- Vacuum/Edge
- Baseboards/Mop
- Shelving
- Other \_\_\_\_\_

## Bedrooms

Quantity: \_\_\_\_\_

- Dust walls & cobwebs
- Closets
- Doors/knobs
- Mirrors
- Shelves/ cabinets (inside/out)
- Light Fixtures (if reachable)
- Vacuum/Edge
- Baseboards/Mop
- Other \_\_\_\_\_

## Laundry/Utility Room

- Washer, around rim
- Dryer, lint trap, around rim
- Under (if already moved)
- Shelves/cabinets (inside/out)
- Counters
- Sink, polish chrome
- Light Fixtures (if reachable)
- Vacuum/Edge
- Baseboards & mop
- Dust walls & cobwebs
- Other \_\_\_\_\_

## COMMENTS

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## Kitchen

- Stove top, drip pans\*, under burners, under range top, control knobs
- Grill
- Oven racks\*, under (if already moved), inside/ outside door
- Range vent, filters\*
- Dishwasher in/out
- Microwave in/out
- Refrigerator/Freezer, shelves/drawers egg racks, ice trays, door/handle/top, drip pan underneath, vacuum coils/ motor, under (if already moved) **thermostat to LOW**
- Breakfast bar
- Cabinets, shelves/drawers, handles/ knobs/top, clean fronts
- Countertops, tile & grout
- Breadboard
- Lazy Susan
- Sinks, stains, disposal, polish chrome
- Trash compactor in/out
- Pantry, floors, shelves, door
- Light Fixtures (if reachable)
- Vacuum/ edge
- Baseboards/mop
- Dust walls & cobwebs
- Other \_\_\_\_\_

## Bathrooms

- Tub/Shower, tile & grout, doors, tracks, soap dish, stains, polish chrome
- Sink, stains, polish chrome
- Toilet, tank, bowl/stains, seat/lid, paper holder
- Medicine Cabinet, shelves, mirror
- Toothbrush holder
- Counter tops
- Closets/cabinets (inside/out)
- Light fixtures (if reachable)
- Remove cobwebs from exhaust fan
- Dust walls & cobwebs
- Vacuum/edge
- Baseboards & mop
- Other \_\_\_\_\_

## Windows

- Tracks
- Sills
- Blinds/ shutters
- Traverse rods
- Other \_\_\_\_\_

## Patio/Balcony

- Sweep/ vacuum
- Rails
- Light fixtures (if reachable)
- storage area, sweep
- Dust wall/ cobwebs
- Other \_\_\_\_\_

## Miscellaneous

- Fireplace
- Cobwebs walls/ceiling
- Baseboards
- Fingerprint wall & marks removal
- Switch & outlet plates\*
- Top of doors
- Set thermostats to LOW**
- Report any cracks in windows or tears in screens

## Upon Request

- Dust hot water heater
- Dust furnace/air conditioner
- Other \_\_\_\_\_

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Final inspection and doors/windows secured by: \_\_\_\_\_

Doors & windows are secured per client instructions.

\*Depending on condition, it may be less expensive to replace these items