

Segovia cleaning services house cleaning form

Customer name: _____ Cleaning Date: _____

Cleaned by: _____ / _____

KITCHEN & BREAKFAST NOOK

- Wipe down the kitchen table & chairs, dust hanging lights.
- Counters cleaned - everything moved.
- Clean inside/outside of microwave.
- Remove drip pans and rings from stove and clean.
- Clean under drip pans, remove grill and clean under.
- Clean and polish stove top, front and control panel.
- Clean and polish hood vent.
- Clean and polish front of dishwasher and oven.
- Clean and polish front of trash compactor

- Clean spills from fronts of cabinets.
- Clean top of fridge and front if possible.
- Scrub sink, rinse and polish chrome.
- Clean window over sink, dust blinds and sill.
- Cobwebs (check lights), baseboards & edge as needed.
- Clean glass doors and dust blinds
- Empty garbage.
- Vacuum, getting all corners & edges.
- Mop floors.

ENTRYWAY/FOYER, LIVING, FAMILY, DINING, OFFICE & BONUS ROOMS/OTHER

- | | | | | | |
|---|---|---------------------------------|---------------------------------|---------------------------------|---------------------------------------|
| Dust furniture, lamps and lampshades | <input type="checkbox"/> Entryway/foyer | <input type="checkbox"/> Living | <input type="checkbox"/> Family | <input type="checkbox"/> Dining | <input type="checkbox"/> Office/Other |
| Dust woodwork, knickknacks and shelves | <input type="checkbox"/> Entryway/foyer | <input type="checkbox"/> Living | <input type="checkbox"/> Family | <input type="checkbox"/> Dining | <input type="checkbox"/> Office/Other |
| Dust window sills, blinds and pictures | <input type="checkbox"/> Entryway/foyer | <input type="checkbox"/> Living | <input type="checkbox"/> Family | <input type="checkbox"/> Dining | <input type="checkbox"/> Office/Other |
| Polish glass furniture, dust chair rails and hanging lights | <input type="checkbox"/> Entryway/foyer | <input type="checkbox"/> Living | <input type="checkbox"/> Family | <input type="checkbox"/> Dining | <input type="checkbox"/> Office/Other |
| Cobweb (check lights), baseboards and edge as needed | <input type="checkbox"/> Entryway/foyer | <input type="checkbox"/> Living | <input type="checkbox"/> Family | <input type="checkbox"/> Dining | <input type="checkbox"/> Office/Other |
| Vacuum, sweep floors | <input type="checkbox"/> Entryway/foyer | <input type="checkbox"/> Living | <input type="checkbox"/> Family | <input type="checkbox"/> Dining | <input type="checkbox"/> Office/Other |
| Mop floors | <input type="checkbox"/> Entryway/foyer | <input type="checkbox"/> Living | <input type="checkbox"/> Family | <input type="checkbox"/> Dining | <input type="checkbox"/> Office/Other |

BEDROOMS M=Master Bedroom plus bedroom number

- | | |
|--|--|
| Make bed, change linens (if provided) | <input type="checkbox"/> M <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |
| Dust furniture, woodwork, lamps & lampshades | <input type="checkbox"/> M <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |
| Dust knickknacks & shelves | <input type="checkbox"/> M <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |
| Dust window sills, blinds & pictures | <input type="checkbox"/> M <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |
| Polish glass furniture & dust doors | <input type="checkbox"/> M <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |
| Cobweb (check lights), dust visible baseboards and edges as needed | <input type="checkbox"/> M <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |
| Vacuum/sweep floors and/or mop floors | <input type="checkbox"/> M <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |

LAUNDRY/UTILITY ROOM

- Wipe down machines
- Scrub sink and counter
- Polish chrome and dry sink
- Wipe down woodwork and open shelves
- Dust blinds and sill
- Remove any cobwebs
- Empty garbage
- Move clutter off floor
- Vacuum around machines
- Edge as needed, getting all corners
- Clean/dust baseboards and mop

BATHROOMS M=Master Bathrooms plus bathroom number

- | | |
|--|--|
| Scrub shower floor, walls and grout with brush | <input type="checkbox"/> M <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |
| Scrub shower door, tracks and glass. (in/out) | <input type="checkbox"/> M <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |
| Scrub tub. | <input type="checkbox"/> M <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |
| Squeegee glass and polish chrome | <input type="checkbox"/> M <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |
| Scrub sink, counter, soap dish and dry sink. | <input type="checkbox"/> M <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |
| Scrub all inside and outside surfaces of toilet | <input type="checkbox"/> M <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |
| Clean light fixture, polish mirrors and chrome | <input type="checkbox"/> M <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |
| Dust knickknacks and personal items, put back. | <input type="checkbox"/> M <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |
| Wipe down cabinets, window sills and blinds. | <input type="checkbox"/> M <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |
| Dust towel racks, toilet paper holders and shelves | <input type="checkbox"/> M <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |
| Remove cobwebs and dust pictures (lights) | <input type="checkbox"/> M <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |
| Empty garbage | <input type="checkbox"/> M <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |
| Vacuum or sweep floor | <input type="checkbox"/> M <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |
| Scrub floor and wipe down baseboards | <input type="checkbox"/> M <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |

HALLWAYS/STAIRS

- Dust woodwork & furniture
- Dust railing & banisters
- Dust window sills, blinds & pictures
- Dust visible baseboards, cobweb & edges as needed
- Vacuum/sweep & or mop



COMMENTS

Final inspection and doors/windows secured by: _____