



# Maid Service Checklist

DAILY	WEEKLY	MONTHLY
<b>Kitchen</b>		
Wash dishes	Wipe up spills in fridge	Dust blinds and vacuum curtains
Clear and wipe table	Throw out old food	Wash windows
Wipe countertops and stove	Clean outside of appliances	Wipe cupboard doors
Wipe the sink	Scrub and shine sink	Clean fridge
Sweep	Shake or vacuum rugs	Clean oven and oven hood
Wipe up spots on the floor	Mop	Clean small appliances
Take out trash		Wash trash can
<b>Bathroom</b>		
Spray shower with shower mist	Mop	Clean showerhead
Clean mirror	Clean sink/countertop	Wash windows
Wipe the sink and counter	Wipe door/knobs	Wash rugs
Clean the toilet bowl	Clean tub	Wash trash can
Wipe toilet seat and rim	Clean outside of toilet	
	Empty trash	
	Shake or vacuum rugs	
<b>Bedrooms</b>		
Make bed	Change sheets	Straighten shoes
Straighten nightstand	Dust	Straighten drawers
Put clothes away	Vacuum	Dust blinds/vacuum curtains
		Wash windows
		Vacuum around the edges of room
<b>Living/Family Rooms</b>		
Clean up the clutter	Dust	Clean mirrors/dust pictures
Straighten pillows/cushions	Vacuum	Clean electronics
Straighten coffee/end tables	Straighten books, DVD's, etc.	Dust blinds/vacuum curtains
Wipe spots off tables		Wash windows
		Vacuum couch
		Vacuum around the edges of room
<b>Home Office</b>		
Clean up the clutter	File Papers	Clean mirrors/dust pictures
Sort mail	Dust	Dust blinds/vacuum curtains
	Vacuum	Wash windows
		Vacuum around the edges of room
<b>Laundry / Utility Room</b>		
Laundry - clothes	Dust shelves	Clean insides of washer/dryer
Sweep	Wipe washer/dryer	Wash windows
	Clean sink/countertops	Change filters on heating/AC units
	Wash bedding and towels	Mop
	Remove lint from dryer vent	
<b>Entryway / Porch</b>		
Pick up clutter	Sweep entry and steps	Wash windows
		Wash hand rails and door