

# PROFESSIONAL HOUSE CLEANING

## MAID SERVICE CHECKLIST

### THROUGHOUT THE HOUSE

- Remove cobwebs
- Organize closets, donate unwanted items
- Dust and polish decorations/pictures
- Dust light fixtures and ceiling fans
- Clean window blinds
- Clean window tracks and screens
- Wash walls and ceilings, touch up paint
- Clean vents
- Wash baseboards, doorframes and doors
- Vacuum and shampoo carpets
- Replace batteries in smoke and CO detectors
- Review escape plans, locate fire extinguishers
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### BATHROOMS

- Clean inside of cupboards and drawers
- Wax / polish wooden cabinets
- Wash shower curtains and liners
- Get rid of outdated medicine and products
- Scrub and reseal tile grout
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### LIVING ROOMS

- Wash curtains / blinds
- Clean out fireplace
- Dust inside of piano
- Wax / polish wood furniture
- Vacuum and clean upholstery
- Vacuum under furniture
- Clean carpets
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### KITCHEN

- Get rid of outdated food and spices
- Wax / polish wooden cabinets and tables
- Wash insides of cupboards, drawers and pantry
- Dust top of cabinets and refrigerator
- Defrost and clean freezer
- Polish metal hardware
- Scrub and reseal tile grout
- Vacuum refrigerator coils
- Clean out food trap in dishwasher
- Sweep and mop under appliances
- Scrub floors
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### BEDROOMS

- Wash pillows
- Wax / polish wood furniture
- Wash curtains / blinds
- Wash mattress pads, bed skirts, and bed covers
- Rotate and flip mattresses, if necessary
- Vacuum closets
- Vacuum under bed
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### HOME OFFICE

- Clean out files / shred unneeded documents
- Dust books and shelves
- Update home inventory, review insurance policies
- Clean and organize drawers in desk
- Wax / polish wood furniture
- Clean computers (remove dust from case, carefully)
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### OUTSIDE

- Wash outside furniture
- Replace broken bricks or stone
- Clean and organize garage
- Wash windows
- Power spray siding, touch up paint
- Clean outdoor light fixtures
- Clean and repair gutters
- Tighten loose screws, stain and reseal porch
- Wash garage floor
- Check and repair sprinklers
- Trim trees
- Inspect roof tiles / shingles
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### UTILITY SPACES

- Sweep and mop under washer and dryer
- Scrub and reseal tile grout
- Organize attic / basement, donate unwanted items
- Organize, clean and sweep the garage
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### ENTRY / PORCH

- Vacuum entry closet
- Clean sliding door tracks
- Scrub and reseal tile grout
- Scrub porch ceiling, floors and walls
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