



CANDACE WAGNER  
RESIDENTIAL & COMMERCIAL CLEANING

# Priority Clean Checklist

Please indicate a number on each task in order of your priority. We will start at #1 and work down until our time for the day is over.

Kitchen – Approximately 20-30 Minutes..... \_\_\_\_\_ 25 mins

Downstairs 1/2 Bathroom – Approximately 10 Mins..... \_\_\_\_\_ 10 mins

Entry Way/Foyer – Approximately 5 Mins..... \_\_\_\_\_ 5 mins

Dining Room

• Dust only ..... \_\_\_\_\_ 5 mins

• Dust and floors ..... \_\_\_\_\_ 10 mins

• Floors only ..... \_\_\_\_\_ 5 mins

Living Room

• Dust only ..... \_\_\_\_\_ 5 mins

• Dust and floors ..... \_\_\_\_\_ 10 mins

• Floors only ..... \_\_\_\_\_ 5 mins

Family Room

• Dust only ..... \_\_\_\_\_ 5 mins

• Dust and floors ..... \_\_\_\_\_ 10 mins

• Floors only ..... \_\_\_\_\_ 5 mins

Upstairs Hall Bathroom – Approximately 15 mins..... \_\_\_\_\_ 15 mins

Stairs and Upstairs Hallway – Approximately 10 mins..... \_\_\_\_\_ 10 mins

Bedroom 1

• Dust only ..... \_\_\_\_\_ 5 mins

• Dust and floors ..... \_\_\_\_\_ 10 mins

• Floors only ..... \_\_\_\_\_ 5 mins

Bedroom 2

• Dust only ..... \_\_\_\_\_ 5 mins

• Dust and floors ..... \_\_\_\_\_ 10 mins

• Floors only ..... \_\_\_\_\_ 5 mins

Bedroom 3

• Dust only ..... \_\_\_\_\_ 5 mins

• Dust and floors ..... \_\_\_\_\_ 10 mins

• Floors only ..... \_\_\_\_\_ 5 mins

Master Bedroom

• Dust only ..... \_\_\_\_\_ 10 mins

• Dust and floors ..... \_\_\_\_\_ 15 mins

• Floors only ..... \_\_\_\_\_ 5 mins

Master Bathroom – Approximately 20 Minutes..... \_\_\_\_\_ 20 mins

\_\_\_\_\_/120 mins

Date \_\_\_\_\_ Customer Name \_\_\_\_\_

Cleaning Technician \_\_\_\_\_

Notes from/to Technician \_\_\_\_\_

\_\_\_\_\_



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# Cleaning Descriptions

## **Kitchen**

- Touch up cupboard doors
- Clean and disinfect kitchen sink
- Clean microwave inside and out, including turntable
- Clean stove drip pans, burner grates, stovetop, and control knobs
- Clean, dry, and shine all appliance surfaces including dishwasher, oven, refrigerator and all small appliances
- Polish all stainless steel surfaces (including range hood)
- Clean countertop and backsplash
- Dust all corners and baseboard to remove cobwebs
- Dust light fixtures and ceiling fans
- Dust window ledges and porch doors – Touch up glass as needed
- Dust/wipe all furniture\*
- Vacuum all mats and floors
- Mop floors

## **Bathrooms**

- Wipe cabinet fronts and countertops
- Dust all surfaces, including light fixtures and decor
- Clean and disinfect shower, bathtub, and sinks (inside and out)
- Clean and disinfect toilet bowl, seat, lid, tank, flush handle, and base
- Clean all mirrors, chrome, and tile
- Dust all corners and baseboards to remove cobwebs
- Vacuum rugs and floor
- Mop floors

## **Bedrooms**

- Dust glass picture frames, wall décor, mirrors and TVS
- Clean all mirrors
- Dust all corners and baseboards to remove cobwebs
- Dust lamps, light fixtures and ceiling fans
- Dust/wipe furniture (including bed headboard)\*
- Dust blinds and interior window sills (Touch up glass as needed)
- Vacuum floors (Mop if hard surface)

## **Entry Way/Foyer**

- Dust all tables, furniture and wall décor\*
- Dust light fixtures and ceiling fans
- Clean interior door handle, door glass and entry glass
- Dust all corners and baseboards to remove cobwebs
- Vacuum floors (Mop if hard surface)

## **General Living Areas**

### **(Living Room, Family Room, Den, Hallways, Staircases)**

- Dust all surfaces
- Dust glass picture frames and wall décor, clean mirrors
- Dust/wipe furniture\*
- Dust blinds and interior window sills (Touch up glass as needed)
- Dust all corners and baseboards to remove cobwebs
- Dust light fixtures and ceiling fans
- Vacuum floors (Mop if hard surface)
- Dust/vacuum stairs and dust handrails

\*Wood surfaces can be polished with furniture polish on any visit for an upcharge of \$10.00

**PLEASE NOTE: Surfaces with excessive clutter will be dusted/cleaned around existing items as we will not remove all items from such surfaces.**