

|                      |  |
|----------------------|--|
| <b>First Name:</b>   |  |
| <b>Last Name:</b>    |  |
| <b>Phone Number:</b> |  |
| <b>Booking Date:</b> |  |
| <b>Booking Time:</b> |  |
| <b>Address:</b>      |  |
| <b>City:</b>         |  |
| <b>State:</b>        |  |
| <b>Zip:</b>          |  |



*Client requested areas of focus highlighted below*

| <u>Item</u> | <u>Area</u>  | <u>Task</u>                             | <u>Team Member Initials</u> | <u>Client Initials</u> |
|-------------|--------------|---|-----------------------------|------------------------|
| 1           | Kitchen      | Cobwebs removed                         |                             |                        |
| 2           | Kitchen      | Ceiling fan blades dusted               |                             |                        |
| 3           | Kitchen      | Top of door frames dusted               |                             |                        |
| 4           | Kitchen      | Window sills and frames cleaned         |                             |                        |
| 5           | Kitchen      | Light fixtures dusted                   |                             |                        |
| 6           | Kitchen      | Oven range hood and stove top cleaned   |                             |                        |
| 7           | Kitchen      | Microwave cleaned inside and out        |                             |                        |
| 8           | Kitchen      | Wipe down outside of appliances         |                             |                        |
| 9           | Kitchen      | Cabinet doors wiped down                |                             |                        |
| 10          | Kitchen      | Counter tops and backsplash cleaned     |                             |                        |
| 11          | Kitchen      | Table and chairs cleaned                |                             |                        |
| 12          | Kitchen      | Sink cleaned                            |                             |                        |
| 13          | Kitchen      | Waste baskets emptied and bags replaced |                             |                        |
| 14          | Kitchen      | Floors swept, vacuumed and mopped       |                             |                        |
| 15          | Kitchen      | Baseboards lightly dusted               |                             |                        |
| 16          | Common areas | Cobwebs removed                         |                             |                        |
| 17          | Common areas | Ceiling fan blades dusted               |                             |                        |
| 18          | Common areas | Top of door frames wiped down           |                             |                        |
| 19          | Common areas | Window sills and frames cleaned         |                             |                        |
| 20          | Common areas | Light fixtures dusted                   |                             |                        |
| 21          | Common areas | Mirrors cleaned                         |                             |                        |
| 22          | Common areas | Pictures dusted                         |                             |                        |
| 23          | Common areas | Furniture dusted                        |                             |                        |
| 24          | Common areas | Glass furniture cleaned                 |                             |                        |
| 25          | Common areas | Carpets vacuumed and floors cleaned     |                             |                        |
| 26          | Common areas | Baseboards lightly dusted               |                             |                        |
| 27          | Bathrooms    | Cobwebs removed                         |                             |                        |
| 28          | Bathrooms    | Top of door frames wiped down           |                             |                        |



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|    |           |   |  |  |
|----|-----------|---|--|--|
| 29 | Bathrooms | Window sills and frames cleaned         |  |  |
| 30 | Bathrooms | Light fixtures dusted                   |  |  |
| 31 | Bathrooms | Mirrors and tile ledge cleaned          |  |  |
| 32 | Bathrooms | Pictures dusted                         |  |  |
| 33 | Bathrooms | Tile area behind tub cleaned            |  |  |
| 34 | Bathrooms | Toilet cleaned inside and out           |  |  |
| 35 | Bathrooms | Counter tops cleaned                    |  |  |
| 36 | Bathrooms | Cabinet doors wiped down                |  |  |
| 37 | Bathrooms | Waste baskets emptied and bags replaced |  |  |
| 38 | Bathrooms | Floors swept, vacuumed and mopped       |  |  |
| 39 | Bathrooms | Sink cleaned                            |  |  |
| 40 | Bathrooms | Baseboards lightly dusted               |  |  |
| 41 | Bedrooms  | Cobwebs removed                         |  |  |
| 42 | Bedrooms  | Ceiling fan blades dusted               |  |  |
| 43 | Bedrooms  | Top of door frames wiped down           |  |  |
| 44 | Bedrooms  | Window sills and frames cleaned         |  |  |
| 45 | Bedrooms  | Light fixtures dusted                   |  |  |
| 46 | Bedrooms  | Mirrors cleaned                         |  |  |
| 47 | Bedrooms  | Pictures dusted                         |  |  |
| 48 | Bedrooms  | Furniture dusted                        |  |  |
| 49 | Bedrooms  | Waste baskets emptied and bags replaced |  |  |
| 50 | Bedrooms  | Carpets vacuumed and floors cleaned     |  |  |
| 51 | Bedrooms  | Baseboard lightly dusted                |  |  |
| 52 | Bedrooms  | If clean linens replace and make bed    |  |  |

| Team Member Name | Team Member Signature: | Date: | Notes: |
|------------------|------------------------|-------|--------|
|                  |                        |       |        |
|                  |                        |       |        |