



Anchored Cleaning Services

One Time General Cleaning Checklist

Every home has different needs so our techs are trained to clean all areas on the checklist that apply to your home. If it is not checked, more than likely it does not apply to your home, or is not feasible for us to clean.

Home Entry/Exit Points (front, back, garage, side doors)

- Dust light fixtures
- High and low corners checked for cobwebs
- Dust/spot wipe baseboards
- Spot wipe/disinfect cabinet doors/pulls
- Spot wipe/disinfect doors and doorframes
- Spot wipe/disinfect light switches/outlets
- Dust/spot wipe blinds/shutters
- Dust/spot wipe window sills, latches
- Spot wipe glass from smudges
- Clean entry glass (both sides if no outside pets)
- Wipe threshold (if no outside pets)
- Light Tidy if shoes/bags are in the area
- Vacuum Floors
- Mop Floors

Living/Den

- Dust Light Fixtures
- High and low corners checked for cobwebs
- Dust/spot wipe baseboards
- Spot wipe/disinfect cabinet doors/pulls
- Spot wipe/disinfect doors and doorframes
- Spot wipe/disinfect light switches/outlets
- Dust/spot wipe blinds/shutters
- Dust/spot wipe window sills, latches
- Spot wipe glass from smudges
- Dust wall art/knick-knacks
- Dust lamps
- Wipe/disinfect table surfaces/glasstops/light tidy
- Tidy/Fluff Couches/fold blankets
- Electronics/TV's dry dusted only
- Empty/reline trash
- Vacuum Floors
- Mop Floors

Dining/Breakfast Room

- Dust light fixtures
- High and low corners checked for cobwebs
- Dust/spot wipe baseboards
- Spot wipe/disinfect cabinet doors/pulls
- Spot wipe/disinfect doors and doorframes
- Spot wipe/disinfect light switches/outlets
- Dust/spot wipe blinds/shutters
- Dust/spot wipe window sills, latches
- Spot wipe glass from smudges
- Dust wall art/knick-knacks
- Wipe/disinfect table surfaces/glass tops
- Shake/wipe off place mats
- Spot wipe/disinfect chairs

Dining/Breakfast Room (cont)

- Wipe off any pet hair that may be on chair legs
- Vacuum Floors
- Mop Floors

Master Bedroom

- Dust light fixtures
- High and low corners checked for cobwebs
- Dust/spot wipe baseboards
- Spot wipe/disinfect cabinet doors/pulls
- Spot wipe/disinfect doors and doorframes
- Spot wipe/disinfect light switches/outlets
- Dust/spot wipe blinds/shutters
- Dust/spot wipe window sills, latches
- Spot wipe glass from smudges
- Dust wall art/knick-knacks
- Dust lamps
- Dust headboard/bed frame
- Spot wipe/disinfect nightstands
- Change sheets
- Make bed/fluff pillows
- Electronics/TV's dry dusted only
- Empty/reline trash
- Vacuum Floors
- Mop Floors

Bedrooms (Br 1 __, Br 2 __, Br 3 __, Br 4 __)

- Dust light fixtures
- High and low corners checked for cobwebs
- Dust/spot wipe baseboards
- Spot wipe/disinfect cabinet doors/pulls
- Spot wipe/disinfect doors and doorframes
- Spot wipe/disinfect light switches/outlets
- Dust/spot wipe blinds/shutters
- Dust/spot wipe window sills, latches
- Spot wipe glass from smudges
- Wipe flat surfaces (desks, bookshelves)
- Dust wall art/knick-knacks
- Dust lamps
- Dust headboard/bed frame
- Spot wipe/disinfect nightstands
- Light tidy (straighten shoes, fold blankets, etc)
- Change sheets
- Make bed/fluff pillows
- Electronics/TV's dry dusted only
- Empty/reline trash
- Vacuum Floors
- Mop Floors

Office Space

- Dust light fixtures
- High and low corners checked for cobwebs
- Dust/spot wipe baseboards
- Spot wipe/disinfect cabinet doors/pulls
- Spot wipe/disinfect doors and doorframes
- Spot wipe/disinfect light switches/outlets
- Dust/spot wipe blinds/shutters
- Dust/spot wipe window sills, latches
- Spot wipe glass from smudges
- Dust wall art/knick-knacks
- Dust lamps
- Spot wipe/disinfect CLEARED flat surfaces of desk
- Spot wipe/dust bookshelves
- Electronics/TV's dry dusted only
- Empty/reline trash
- Vacuum Floors
- Mop Floors

Laundry Room

- Dust light fixtures
- High and low corners checked for cobwebs
- Dust/spot wipe baseboards
- Spot wipe/disinfect cabinet doors/pulls
- Spot wipe/disinfect doors and doorframes
- Spot wipe/disinfect light switches/outlets
- Spot wipe/disinfect backsplash
- Dust/spot wipe blinds/shutters
- Dust/spot wipe window sills, latches
- Spot wipe glass from smudges
- Wipe/disinfect counters
- Wipe/disinfect appliance fronts/tops (only if cleared)

Kitchen

(note: we do not do dishes, please leave sink empty to clean and disinfect)

- Dust light fixtures
- High and low corners checked for cobwebs
- Dust/spot wipe baseboards
- Spot wipe/disinfect cabinet doors/pulls
- Spot wipe/disinfect doors and doorframes
- Spot wipe/disinfect light switches/outlets
- Spot wipe/disinfect backsplash
- Dust/spot wipe blinds/shutters
- Dust/spot wipe window sills, latches
- Spot wipe glass from smudges
- Wipe/disinfect counters
- Wipe/disinfect small countertop appliances & decor
- Wipe/disinfect Microwave doors/handles/inside (leaving streak free)

- Wipe/disinfect Fridge doors & handles (leaving streak free)
- Wipe/disinfect Oven doors & handles (leaving streak free)
- Clean stove top (leaving streak free)
- Remove and rinse stove drip pans
- Wipe/disinfect Dishwasher doors & handles (leaving streak free)
- Scrub sink (only if empty)
- Wipe faucets and surrounding areas (leaving streak free)
- Empty/reline trashcan
- Spot wipe/disinfect inside and surrounding trashcan area
- Vacuum Floors
- Mop Floors

Bathrooms (Mast___ Ba 1___ Ba 2___ Ba 3___ Ba 4___)

- Dust light fixtures
- High and low corners checked for cobwebs
- Hand wipe baseboards
- Spot wipe/disinfect cabinet doors/pulls
- Spot wipe/disinfect doors and doorframes
- Spot wipe/disinfect light switches/outlets
- Dust/spot wipe blinds/shutters
- Dust/spot wipe window sills, latches
- Wipe glass/mirrors (leaving streak free)
- Wipe/disinfect counters (moving small items)
- Scrub sinks
- Wipe/disinfect soap dish, toothbrush holder etc
- Wipe faucets and surrounding areas (leaving streak free)
- Wipe/disinfect small towel holders (refold towel neatly)
- Wipe/disinfect large towel rods (refold towels neatly)
- Scrub/disinfect shower walls/shelves
- Scrub/disinfect shower tracks
- Scrub/disinfects/remove hard water from glass doors/walls
- Squeegee glass doors (leaving streak free)
- Hand dry all fixtures (leaving streak free)
- Tidy shower contents with labels facing out (shampoo, razors, etc)
- Remove hair from shower drain
- Scrub/disinfect tub
- Wipe/disinfect surrounding tub area
- Tidy tub area contents with labels facing out (salts, candles, decor, etc)
- Dry & close all tub stoppers
- Wipe/disinfect toilet paper holder (restock if empty)
- Wipe/disinfect toilet bowl exterior (lid/seal/hinges/sides/tank)
- Scrub/disinfect toilet bowl interior (bowl/under rim/stains removed)
- Empty/reline trash can
- Spot wipe/disinfect inside and surrounding trashcan area
- Vacuum Floors
- Mop Floors

Yay! Your home is clean!!!!

Our goal is to provide you with not only a clean home, but also consistent 5 star services regardless of who's cleaning.

Please let us know through our feedback form or call/text our office at 903-300-1024 if any areas were missed, or overlooked.

Like we always say....."we can't fix what we don't know"

Tech name: _____

Date: _____

NOTE:

*We do not do laundry, please have clean sheets laid out for our techs to know to change them.

*Higher items will only be dusted w/ an extension duster. We will try to reach any visible places either by hand or with an extension duster.

*Most homes have at least one chandelier or vaulted ceiling fan that we cannot reach by hand.