

Spot wipe/disinfect chairs

## 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.

Hom	e Entry/Exit Points (front, back, garage, side doors)	Diat	
	Dust light fixtures		ng/Breakfast Room (cont) Wipe off any pet hair that may be on chair legs
	High and low corners checked for cobwebs		Vacuum Floors
	Dust/spot wipe baseboards		Mop Floors
П	Spot wipe/disinfect cabinet doors/pulls		
	Spot wipe/disinfect doors and doorframes	Mas	ter Bedroom
			Dust light fixtures
_	Spot wipe/disinfect light switches/outlets		High and low corners checked for cobwebs
	Dust/spot wipe blinds/shutters		Dust/spot wipe baseboards
	Dust/spot wipe window sills, latches		Spot wipe/disinfect cabinet doors/pulls
	Spot wipe glass from smudges		Spot wipe/disinfect doors and doorframes
Ц	Clean entry glass (both sides if no outside pets)		Spot wipe/disinfect light switches/outlets
	Wipe threshold (if no outside pets)		Dust/spot wipe blinds/shutters
	Light Tidy if shoes/bags are in the area		Dust/spot wipe window sills, latches
	Vacuum Floors		Spot wipe glass from smudges
$\Box$	Mop Floors		Dust wall art/knick-knacks
1 1	nr/Don		Dust lamps
	<b>ig/Den</b> Dust Light Fixtures		Dust headboard/bed frame
H	-		Spot wipe/disinfect nightstands
H	High and low corners checked for cobwebs		Change sheets
H	Dust/spot wipe baseboards		Make bed/fluff pillows
H	Spot wipe/disinfect cabinet doors/pulls		Electronics/TV's dry dusted only
Ц	Spot wipe/disinfect doors and doorframes		
Ц	Spot wipe/disinfect light switches/outlets		Empty/reline trash
Ц	Dust/spot wipe blinds/shutters		Vacuum Floors
Ц	Dust/spot wipe window sills, latches		Mop Floors
Ц	Spot wipe glass from smudges	Bed	rooms (Br 1 , Br 2, Br 3, Br, 4)
	Dust wall art/knick-knacks	Bed	rooms (Br 1, Br 2, Br 3, Br, 4) Dust light fixtures
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Office Space			Wipe/disinfect Fridge doors & handles (leaving streak free)	
	Dust light fixtures		Wipe/disinfect Oven doors & handles (leaving streak free)	
	High and low corners checked for cobwebs		Clean stove top (leaving streak free)	
	Dust/spot wipe baseboards		Remove and rinse stove drip pans	
	Spot wipe/disinfect cabinet doors/pulls		Wipe/disinfect Dishwasher doors & handles (leaving streak free)	
	Spot wipe/disinfect doors and doorframes		Scrub sink (only if empty)	
	Spot wipe/disinfect light switches/outlets		Wipe faucets and surrounding areas (leaving streak free)	
	Dust/spot wipe blinds/shutters		Empty/reline trashcan	
	Dust/spot wipe window sills, latches		Spot wipe/disinfect inside and surrounding trashcan area	
	Spot wipe glass from smudges		Vacuum Floors	
	Dust wall art/knick-knacks		Mop Floors	
	Dust lamps			
	Spot wipe/disinfect CLEARED flat surfaces of desk	Bath	rooms (Mast Ba 1 Ba 2 Ba 3 Ba 4)	
	Spot wipe/dust bookshelves		Dust light fixtures	
	Electronics/TV's dry dusted only		High and low corners checked for cobwebs	
	Empty/reline trash		Hand wipe baseboards	
	Vacuum Floors		Spot wipe/disinfect cabinet doors/pulls	
	Mop Floors		Spot wipe/disinfect doors and doorframes	
	a day. Da a sa		Spot wipe/disinfect light switches/outlets	
	ndry Room		Dust/spot wipe blinds/shutters	
	Dust light fixtures		Dust/spot wipe window sills, latches	
	High and low corners checked for cobwebs		Wipe glass/mirrors (leaving streak free)	
	Dust/spot wipe baseboards		Wipe/disinfect counters (moving small items)	
	Spot wipe/disinfect cabinet doors/pulls		Scrub sinks	
	Spot wipe/disinfect doors and doorframes		Wipe/disinfect soap dish,toothbrush holder etc	
	Spot wipe/disinfect light switches/outlets		Wipe faucets and surrounding areas (leaving streak free)	
	Spot wipe/disinfect backsplash		Wipe/disinfect small towel holders (refold towel neatly)	
	Dust/spot wipe blinds/shutters		Wipe/disinfect large towel rods (refold towels neatly)	
	Dust/spot wipe window sills, latches		Scrub/disinfect shower walls/shelves	
	Spot wipe glass from smudges		Scrub/disinfect shower tracks	
	Wipe/disinfect counters		Scrub/disinfects/remove hard water from glass doors/walls	
	Wipe/disinfect appliance fronts/tops (only if cleared)		Squeegee glass doors (leaving streak free)	
Kitc	hen		Hand dry all fixtures (leaving streak free)	
	: we do not do dishes, please leave sink empty to clean and disinfect)		Tidy shower contents with labels facing out (shampoo, razors, etc)	
	Dust light fixtures		Remove hair from shower drain	
	High and low corners checked for cobwebs		Scrub/disinfect tub	
	Dust/spot wipe baseboards		Wipe/disinfect surrounding tub area	
	Spot wipe/disinfect cabinet doors/pulls		Tidy tub area contents with labels facing out (salts, candles, decor, etc	
	Spot wipe/disinfect doors and doorframes		Dry & close all tub stoppers	
	Spot wipe/disinfect light switches/outlets		Wipe/disinfect toilet paper holder (restock if empty)	
	Spot wipe/disinfect backsplash		Wipe/disinfect toilet bowl exterior (lid/seat/hinges/sides/tank)	
	Dust/spot wipe blinds/shutters		Scrub/disinfect toilet bowl interior (bowl/under rim/stains removed)	
	Dust/spot wipe window sills, latches		Empty/reline trash can	
	Spot wipe glass from smudges		Spot wipe/disinfect inside and surrounding trashcan area	
	Wipe/disinfect counters		Vacuum Floors	
	Wipe/disinfect small countertop appliances & decor		Mop Floors	
	Wipe/disinfect Microwave doors/handles/inside (leaving streak free)			
Yay! Your home is clean!!!!		Tech	Tech name:	

Our goal is to provide you with not only a clean home, but also <u>consistent</u> 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"

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

Date:

NOTE:

\*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.