



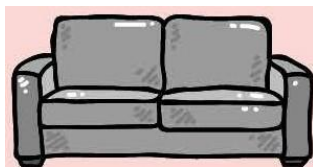
Kitchen Basic Service

- ☐ Shake out and remove small rugs.
- ☐ High light fixtures are dry dusted.
- ☐ Dry dust high and low vents.
- ☐ Cobwebs removed.
- ☐ All counter tops are sanitized.
- ☐ All items on countertops including appliances, trays, decorative cookware, utensil holders, miscellaneous items and all other items on counters are wet wiped underneath.
- ☐ All items listed above are all individually wet or dry wiped.
- ☐ All large appliances are wet wiped including the front of the dishwasher, microwave (inside/outside), front of refrigerator, stove top and outside of oven.
- ☐ Top of hood vent is wet or dry wiped within reach.
- ☐ Sink is detailed/cleaned.
- ☐ Glass window panes are polished and sills are dry wiped.
- ☐ All items on tabletops and furniture tops including decorative trays, decorative cookware, utensil holders, miscellaneous items and all other items are picked up, cleaned underneath and dry wiped individually.
- ☐ Vacuum and mop floor.
- ☐ Tidy and stage room.

Kitchen Add-Ons

**Add-ons are not included in our typical scope of work but may be requested with the agreement of additional cost measured in time spent in the home.*

- Baseboards wet wiped
- Dry dust or wet wipe blinds
- Wipe clean outside of cabinetry
- Inside Oven
- Inside Refrigerator
- Inside Dishwasher



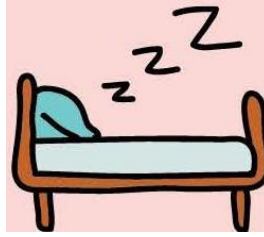
Main Areas Basic Clean

- ☐ Shake out and remove all small rugs.
- ☐ Dry dust all light fixtures and ceiling fans.
- ☐ Dry dust all high and low vents if needed.
- ☐ Cobwebs removed.
- ☐ Clean window glass panes (windows and doors) and dry dust window sills.
- ☐ Wet or dry wipe all items on tops of furniture or shelves such as lamps, lamp shades, decorative pieces, catch-alls, etc.
 - *All items deemed reasonable are removed, wet wiped underneath, the item is wiped and put back into place, staged.
- ☐ Shine mirrors and dry dust mirror casings.
- ☐ Dust all wall hangings and frames.
- ☐ Dust wipe TV screens, trim, (behind TV if possible) and other electronics.
- ☐ Empty trash can, replace bag and wet or dry wipe *outside* of trash can.
- ☐ Vacuum and mop floor.
- ☐ Tidy and stage room, replace rugs.

Main Areas Add-Ons

**Add-ons are not included in our typical scope of work but may be requested with the agreement of additional cost measured in time spent in the home.*

- Dry dust or wet wipe blinds
- Baseboards wet wiped



Bedrooms Basic Service

- ☐ Shake out and remove small rugs.
- ☐ High light fixtures are dry dusted.
- ☐ Cobwebs removed.
- ☐ Tops, fronts, sides and all reachable elements of furniture are dry or wet wiped (all items are taken off surfaces, wiped, wiped underneath and put back into place.
- ☐ Picture frames, lamps, lamp shades, catch-alls and other miscellaneous items are dry wiped and put back into place.
- ☐ Wet wipe mirrors, dry wipe mirror casings and frames and other items on walls.
- ☐ Window glass panes polished and sills dry dusted.
- ☐ Vacuum and mop floor.
- ☐ Trash is emptied, bag replaced, outside of the can is dry wiped.
- ☐ Tidy and stage room, replace rugs.

Bedrooms Add-Ons

**Add-ons are not included in our typical scope of work but may be requested with the agreement of additional cost measured in time spent in the home.*

- Bed linens changed (we prefer, if possible, client removes linens)
- Dry dust or wet wipe blinds
- Baseboards wet wiped



Bathrooms Basic Clean

- ☐ Shake out and remove all small rugs.
- ☐ Dry dust light fixtures.
- ☐ Dry dust high and low vents if necessary.
- ☐ Remove cobwebs.
- ☐ Wet or dry wipe surfaces of all shelves and furniture.
- ☐ Dry dust miscellaneous items on tops of furniture and shelves such as lamps, toiletries, decorative pieces, etc.
- ☐ Wet wipe mirror.
- ☐ Dry wipe mirror casing and other wall hangings including toilet paper holder and towel racks.
- ☐ Dry wipe outside of trash can, plunger, toilet brush container and other miscellaneous items on the floor.
- ☐ Remove all miscellaneous items from showers and tubs (cleaning of items not included). Clean shower and tub and replace all items.
- ☐ Window glass polished and sills dry wiped.
- ☐ Clean commode inside and out.
- ☐ Vacuum and mop floor.
- ☐ Trash is emptied, bag replaced.
- ☐ Tidy and stage room, replace rugs.

Bathrooms Add-Ons

**Add-ons are not included in our typical scope of work but may be requested with the agreement of additional cost measured in time spent in the home.*

- Dry dust or wet wipe blinds
- Walls spot cleaned
- Baseboards wet wiped
- Wipe clean outside of Cabinetry or Vanities