

04 [ORIENTATION] What-to-Clean CHECKLIST: Standard/Deep/Move-out/in Clean (2 copies)

Standard Clean (previously called “Basic Clean”)

This is GCS' baseline house cleaning service. The purpose of this service is to maintain a client's house in good, clean order on a regular basis, usually every two weeks or monthly and sometimes weekly. The following checklist outlines duties that **you are responsible for performing every time during a basic clean - no exceptions**

unless approved in the service notes. Reference this list as necessary until it becomes second nature

Bathroom(s) Broom cobwebs Broom baseboards Shower Clean mirrors and glass shower doors with glass cleaner and dry towel Spot clean walls & doors & trim Wet wipe light switches & door handles Wet wipe window sills Rinse toothbrush holder with water only Wetwipe or bucket soak soap holder Wet wipe backsplash, counter & sink(s) Dry polish faucets and fixtures Straighten bottles (maybe wet wipe, if time) Clean all cabinet doors every time, either 1) wet wipe with Biokleen bucket solution and let air dry or 2) sponge scrub with Biokleen bucket solution and dry with towel Straighten up items (up to 5 minutes) Fold towels/toilet paper roll Trash (an average of one bag per room) Wet wipe bathroom scale Wet wipe/dry outside of trash can Most likely wet wipe baseboards Wet wipe training toilet seats Wet wipe and dry toilet and surrounding floor Floor	Kitchen Broom cobwebs Broom baseboards Clean all cupboard exteriors every time, either: 1) wet wipe with Biokleen bucket solution and let air dry OR 2) sponge scrub with Biokleen bucket solution & dry with towel Wet wipe counters and backsplash - no crumbs Stove exterior/stove top/stove hood/knobs Wet wipe small appliances Wet wipe under small appliances Scrub sink with Bon Ami, rinse and towel dry Dry polish faucet and fixtures Straighten bottles (maybe wet wipe) Straighten up dishtowels Wet wipe door handles & light switches Wet wipe (reachable) light fixtures Wet wipe window sills Spot clean walls Wet wipe or sponge scrub/dry microwave (inside & out) Clean refrigerator exterior (as accessible) Use stainless steel polish on stainless steel oven, fridge, dish washer ONLY Wet wipe kitchen and/or dining room table(s) Wet wipe backs and seats of kitchen and dining room chairs Wet wipe high chairs (not scrubbing) Dishes- wash up to 5 minutes worth only (call office there are more than 5 minutes worth) Trash (an average of one bag per room) Wet wipe and polish trash can and compost bin exterior (if visible) Floor
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Bedroom(s) Broom cobwebs Broom baseboards Wet wipe door handles & light switches Wet wipe (if reachable) light fixtures and ceiling fans Wet wipe window sills Spot clean walls, doors, trim Spot clean fronts of dressers Wet wipe all primary horizontal surfaces Clean Mirrors and glass with glass cleaner and dry towel Make bed Straighten up items (up to 5 minutes) Trash (one bag per room) Floor Vacuum under bed if accessible	Other/All Rooms Broom cobwebs Broom baseboards Wet wipe door handles & light switches Wet wipe window sills Wet wipe (reachable) light fixtures (and dry if metal) Spot clean walls, doors, trim Spot clean front of living room cabinets Wet wipe lamps, both shades and base Wet wipe horizontal surfaces - front of shelves, tables, mantels Wet wipe accessories, including horizontal rails on picture frames Wet wipe/dry dust electronics and computer screen Vacuum top sides of couch, loveseat, & chair cushions using attachment Vacuum (or whack outside) decorative couch pillows Vacuum under furniture (if accessible) Straighten up items (up to 5 minutes) Trash (one bag per room) Floor
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Pantries and Walk-in Closets Vacuum all carpet Vacuum and mop all smooth surfaces	All Rooms/All Floors Broom baseboards (wet wipe only where needed) Shake out small rugs (do this prior to dusting) and vacuum them Vacuum all carpet and large area rugs Vacuum and mop all smooth surfaces
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“Green Cleaner’s Choice” Extras - complete these items with extra time:

Remember: leaving early on a service is a violation of company policy.

The window over the kitchen sink
The inside of the fridge (including pulling out the drawers and washing/drying them)
Wipe down bottles on kitchen counter or bathroom vanity
Deep clean/scrub stove burner plates
Wet wipe the shower curtain rod
Wipe the kitchen chair legs
Clean the top of the fridge (if reachable from 1 stair step on provided step stool)
Window casings - see note on how to clean them under “Cleaning glass section”
Interior windows, especially the widows over the kitchen sink or in the foyer
Clean sliding glass door - both sides
Wet wipe lintels/top of door panel, door trim, window trim
Thoroughly dust small knick-knacks (carefully!)
Wash the walls (more than spot clean)
Especially a full wall washing in bathrooms - this is always needed!
Wash the baseboards (more than dust removal by brooming)
Wipe out the drawer at the bottom of the oven
Vacuum and wipe down appliances the laundry room
Clean Floors/Deep Clean the laundry room
Clean ceiling fans and bathroom fans (if reachable)
Shake out Welcome Mat

Deep Clean Complete everything in a Standard Clean, *Plus:*

Wet wipe baseboards
Vacuum **under** couch cushions
Spot clean walls - if walls need to be washed, let office know ASAP
Wet wipe door lintels - the top part of the trim above a doorway (if you can reach)

Wet wipe bathroom shower curtain rod

Move-out/Move-in Clean Complete everything in a Standard Clean, *Plus*:

Clean top of refrigerator (if reachable from the bottom step of a step stool)

Inside of the fridge (we assume it is empty - call office if there is still food)

Inside of the kitchen AND bathroom cabinets

Inside of the oven (wipe out only - spend 5 minutes, call office if the self-clean function has not been run)

Inside of the freezer (wipe out only - spend 5 minutes, call the office if it is too frosty)

Wet wipe baseboards

Spot clean walls - if walls need to be washed, let office know ASAP

Wet wipe door lintels - the top part of the trim above a doorway (if you can reach)

Wet wipe bathroom shower curtain rod

Deep Clean all closets

Deep Clean the laundry room - shelves, surfaces, appliances

Green Cleaner print name; I, _____, have received this What-to-Clean Checklist

Date: _____ Green Cleaner, Sign name: _____