

Name: _____ Phone: _____

Address: _____ City/Zip: _____

Email: _____

"Cozy Standard Bundle": Scope of Work Checklist:

Verification of client cleaning package and upgrades for today:

(If this is a **deep clean day/package upgrade from client's usual, see the "Clean Slate" Checklist instead of this one for our deep cleaning items; as this checklist document is for our base regular cleaning checklist!**)

By signing and dating this line, it means that cleaner has checked and verified in ZenMaid the clients selection of purchased package and upgrades for today, and has verified which rooms exactly the client selected to be cleaned. (Now would be a good time to mark "x's" on any items that were not upgraded prior to the clean today from the office.)

Today's date: _____

Cleaners signature: _____

All additional upgrades must be approved from the office prior to your scheduled clean day. Therefore, changes to the scope of work the day of are not guaranteed, but must always be changed through the office and not your cleaner.

All Rooms (Employees are to Initial what they cleaned):

_____ Dirty cloths put into a laundry basket (If customer has placed laundry basket out before our arrival.)

_____ Light tidying of room (excluding any organizing tasks (e.g. pantry, closets, shelving, etc.))

_____ Light tidy up counters/table tops/furniture (leaving any items there on that surface but in a tidy manner) and wiping off table tops with a lightly damp cloth. (End tables, coffee tables, Dressers ect...)

_____ Dust off fans/ hanging lights/ top of fridge (if reachable with a 2 step ladder)

_____ Dusting electronics (only with a dry duster, **never** wiping them with moisture of any kind, & **never** moving their location)

_____ Dust all accessible wall art, exterior shelving and furniture (leaving items in their place), & window sills (excluding window tracks)

_____ Dust baseboards

_____ Dust exterior of trashcans

_____ Clean all mirrors

_____ Clean and disinfect light switches and door knobs

_____ Clean all exterior accessible appliances/furniture

_____ Trash taken out and replaced with liners

_____ Towels neatly folded and hung

_____ Vacuum upholstered furniture

_____ Vacuum (under rugs and on top of rugs)

_____ Vacuum floors

_____ Mop all hard surface floors

Kitchen/Living room:

_____ Hang up any coats and put any dirty clothes into a laundry basket or laundry room (If customer has placed laundry basket out before our arrival.)

_____ Light tidying of room (excluding any organizing tasks (e.g. pantry, closets, shelving, etc.))

_____ Light tidy up counters/table tops/furniture (leaving any items there on that surface but in a tidy manner) and wiping off table tops with a lightly damp cloth. (End Tables, coffee tables, furniture ect...)

_____ Cobwebs removed (from ceilings and wall corners)

_____ Dust off fans/ hanging lights/ top of fridge (if reachable with a 2 step ladder)

_____ Dusting electronics (only with a dry duster, **never** wiping them with moisture of any kind, & **never** moving their location)

_____ Dust all accessible wall art, exterior shelving and furniture (leaving items in their place), & window sills (excluding window tracks)

_____ Dust baseboards

_____ Clean all mirrors

_____ Clean and disinfect light switches and door knobs

_____ Clean backsplash

_____ Clean stove top; (For gas stove, you have to turn the fire on to dry it so that it doesn't get rust)

_____ Clean microwave (clean interior, underneath microwave, and exterior of microwave)

_____ Cabinet Exteriors cleaned

(Start cleaning any Upgrade Options now)

_____ Faucet cleaned (top, under handle, sides, around caulking)

_____ Clean and polish sink (if sink is empty), including drain

_____ Clean soap dispensers/containers and bottoms of dish/hand soap bottles left on counter

_____ Clean all exterior accessible appliances/furniture (cleaning all the exposed sides without moving appliance from wall); polishing all stainless steel

_____ Clean counter tops

_____ Trash can exterior cleaned

_____ Trash taken out and replaced with liners

_____ Towels neatly folded and hung

_____ Vacuum upholstered furniture

_____ Vacuum (under rugs and on top of rugs)

_____ Vacuum floors (under sofa if safe for one person to move sofa back and forth)

_____ Vacuum pantry/kitchen closet (if clear of clutter to do so)

_____ Mop all hard surface floors

Upgraded Options (NOT automatically included with package) (Cleaners are to Check ZenMaid Notes for which of these apply for today):

_____ Interior oven

_____ Interior refrigerator

If this is a limited hour clean, Priority List for today is (See ZenMaid notes for customer request):

- _____ **Dishes (1 hour and 15 min. appointment time allotment added to clean time dedicated to dish washing; EXCLUSIVE to reoccurring clients only!) (You must have a clean towel and dish rack for us to use, we do not provide these) (See client guidelines for additional details)**
- _____ **Wiping down doors and door frames (different from dusting)**
- _____ **Finished basement**
- _____ **Interior window panes (that are reachable with a 2 step stool) See specific package ordered details (before cleaning) for window cleaning tasks (mark "x's" now for task items not purchased):**
 - _____ **Deep clean sills**
 - _____ **Window screens (If removed and replaced by client)**

_____ Beds made (If new sheets/pillow cases were laid out on the bed upon arrival)

Bathrooms Cleaned: x _____

- _____ Dirty cloths put into a laundry basket (If customer has placed laundry basket out before our arrival.)
- _____ Light Tidying of room (excluding any organizing tasks (e.g. pantry, closets, shelving, etc.))
- _____ Light Tidy up counters/table tops/furniture (leaving any items there on that surface but in a tidy manner) and wiping off table tops with a lightly damp cloth. (End Tables, coffee tables, Dressers ect...)
- _____ Clean and disinfect toilets (be sure to reach behind)
- _____ Exterior of toilet brush/plunger container dusted and cleaned.
- _____ Dust off fans/ hanging lights (if reachable with a 2 step ladder)
- _____ Dust all accessible wall art, exterior shelving and furniture (leaving items in their place), & window sills (excluding window tracks)
- _____ Dust baseboards
- _____ Dust exterior of trashcans
- _____ Showers/Bath Tubs (clean walls/doors, clean and scrub showerheads and faucets, clean shower hoses)
- _____ Clean the bottoms of soap bottles and soap holders
- _____ Clean all mirrors
- _____ Clean and disinfect light switches and door knobs
- _____ Clean all counter tops and decorative framing
- _____ Cabinet Exterior Cleaned
- _____ Trash taken out and replaced with liners
- _____ Towels neatly folded and hung
- _____ Vacuum floors (under rugs and on top of rugs)
- _____ Mop all hard surface floors

Bedrooms Cleaned: x _____

- _____ Same task items "All Rooms"

Employee Use Only: If you were part of a clean-team, specify below who cleaned what (for accountability purposes): _____

on Entry: _____ **Verified home shouldn't require additional cleaning time, _____ checked for breakage**
Before leaving checklist: _____ **pets are safe, _____ doors/alarms are activated, _____ faucets are all off, _____ toilets are not running, _____ stove/oven is turned off, _____ heat/air is changed back to setting upon arrival, _____ Windows are left as we found them**

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