

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

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

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#### **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**

**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)**

**Bathrooms 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 etc...)
- 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:**

- Same task items "All Rooms"

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

**Up**

**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