

Name: _____ Phone: _____

Address: _____ City/Zip: _____

Email: _____

"Economy Special" (Kitchen/Livingroom Only Reoccurring Cleanings): Scope of Work Checklist:

Verification of client cleaning package and upgrades for today:

This checklist is dedicated to Kitchen/Livingroom cleans. Any changes you choose to your package affects the scope of work and price adjustments accordingly. Because this package is our economy special designed for budgets and time of cleans in mind, this package is our least flexible package in that we do not allow for any changes to shorten the scope of work within this package even though this package contains **deep cleaning items and our Dish cleaning package**; this package is our all or nothing best offer. (This keeps things simpler for our staff to manage, schedule, and quality control). By signing and dating this line, it means that cleaner has checked and verified in ZenMaid the client's purchased package and upgraded items the client selected for today's clean. (Mark "x's" now on upgrade items not purchased for today.)

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.

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 etc...)
- _____ 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
- _____ **Dust blinds** (only if sturdy)
- _____ **Clean baseboards with a wet cloth**
- _____ **Vents (ceiling, wall, floor) Dusted and cleaned (if reachable with a 2 step ladder; do NOT remove vents from wall)**
- _____ **Wet wipe fans that can be reached on a 2 step ladder**
- _____ Clean all mirrors

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

Upo

In 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**