

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 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

\_\_\_\_\_ **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

\_\_\_\_\_ Clean and disinfect light switches and door knobs

\_\_\_\_\_ **Exterior exhaust hood and vent for stove**

\_\_\_\_\_ 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, including kick plates underneath cleaned

\_\_\_\_\_ 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)

\_\_\_\_\_ **(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

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

\_\_\_\_\_ Mop all hard surface floors

\_\_\_\_\_ **If client still has time on the clock = use  
the rest of the time to clean a bathroom**

**Upgraded Options (NOT automatically included with package)**

**(Cleaners are to Check ZenMaid Notes for which of these**

**apply for today):**

\_\_\_\_\_ **Add another room of your choice to fit your budget**

\_\_\_\_\_ **Interior oven**

\_\_\_\_\_ **Interior refrigerator**

\_\_\_\_\_ **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 window sills**

\_\_\_\_\_ **Window screens (If removed and replaced by client)**

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

**Upo**

**n 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**