

Name: _____ Phone: _____

Address: _____ City/Zip: _____

Email: _____

Move In, Out Cleaning Scope of Work Checklist

This package is dedicated to Move In/Out cleans and Construction Cleans. By signing and dating this line, it means that the cleaner has checked and verified in ZenMaid the client's purchased package and specific requests, and has verified which rooms exactly are to be cleaned.

Today's date: _____

Cleaners signature: _____

For us to clean under and behind appliances, we require clients to move these prior to our arrival. (If appliances were not moved before our arrival, we will do our best to reach around to clean areas we can without moving appliances.)

Included in package:

- _____ Interior cabinets and drawers cleaned
- _____ Exterior cabinets cleaned
- _____ Top of cabinets
- _____ Interior/exterior oven
- _____ Interior/exterior refrigerator
- _____ Wiping down doors and door frames (different from dusting)
- _____ cleaning insides of laundry machines
- _____ cleaning exteriors of appliances and behind appliances in the utility closet (such as a water softener)
- _____ Attached Garage cleaned
- _____ All interior rooms cleaned
- _____ Interior window panes (that are reachable with a 2 step stool)
 - _____ Deep clean window sills
 - _____ Window screens (If removed and replaced by client)

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

- _____ Cobwebs removed (from ceilings and wall corners)
- _____ Dust off fans/ hanging lights/ top of fridge/ top of kitchen cabinets
- _____ Dust/clean blinds
- _____ Dust any shelving in closets/pantry
- _____ Dusting of baseboards, vents (ceiling, wall, floor), outlets, ect. (Not removing anything from the wall)
- _____ Remove any buildup on baseboards, vents (ceiling, wall, floor), outlets, ect. (Not removing anything from the wall)
- _____ Remove Buildup and disinfect light switches, outlets, and door knobs
- _____ Wiping down doors and door frames (different from dusting)
- _____ Wet wipe any shelving in closets/pantry
- _____ Wet wipe fans/lights (that can be reached on a 2 step ladder)

_____ Interior window panes (that are reachable with a 2 step stool)

_____ Deep clean tracks and sills
_____ Window screens (If removed and replaced by client)

- _____ Clean all mirrors
- _____ Clean/polish all stainless steel exteriors accessible appliances/furniture
- _____ Vacuum (under rugs and on top of rugs)
- _____ Vacuum floors
- _____ Mop all hard surface floors

Kitchen/Living room:

- _____ Exterior exhaust hood and vent for stove (Remove paneling and clean it if we can)
- _____ 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
- _____ Faucet cleaned (top, under handle, sides, around caulking)
- _____ Clean and polish sink, including drain
- _____ Clean counter tops
- _____ Vacuum (under rugs and on top of rugs, if they were left behind)
- _____ Vacuum pantry/kitchen closet
- _____ Cobwebs removed (from ceilings and wall corners)
- _____ Dust off fans/ hanging lights/ top of fridge/ top of kitchen cabinets
- _____ Dust/clean blinds
- _____ Dust any shelving in closets/pantry
- _____ Dusting of baseboards, vents (ceiling, wall, floor), outlets, ect. (Not removing anything from the wall)
- _____ Remove any buildup on baseboards, vents (ceiling, wall, floor), outlets, ect. (Not removing anything from the wall)
- _____ Remove Buildup and disinfect light switches, outlets, and door knobs
- _____ Wiping down doors and door frames (different from dusting)
- _____ Wet wipe any shelving in closets/pantry
- _____ Wet wipe fans/lights (that can be reached on a 2 step ladder)
- _____ Interior window panes (that are reachable with a 2 step stool)
 - _____ Deep clean tracks and sills
 - _____ Window screens (If removed and replaced by client)
- _____ Clean all mirrors
- _____ Clean/polish all stainless steel exteriors accessible appliances/furniture
- _____ Vacuum (under rugs and on top of rugs)
- _____ Vacuum floors

_____ Mop all hard surface floors

Bathrooms Cleaned: x _____

_____ Clean and disinfect toilets (be sure to reach behind)

_____ Showers/Bath Tubs Remove Buildup (clean walls/doors, clean and scrub showerheads and faucets, clean shower hoses)

_____ Clean sink handles and faucets (top, under handle, sides, around caulking)

_____ Clean all counter tops and decorative framing

_____ Cabinet Exterior Cleaned (including kick plates underneath)

_____ Cobwebs removed (from ceilings and wall corners)

_____ Dust off fans/ hanging lights/ top of fridge/ top of kitchen cabinets

_____ Dust/clean blinds

_____ Dust any shelving in closets/pantry

_____ Dusting of baseboards, vents (ceiling, wall, floor), outlets, ect. (Not removing anything from the wall)

_____ Remove any buildup on baseboards, vents (ceiling, wall, floor), outlets, ect. (Not removing anything from the wall)

_____ Remove Buildup and disinfect light switches, outlets, and door knobs

_____ Wiping down doors and door frames (different from dusting)

_____ Wet wipe any shelving in closets/pantry

_____ Wet wipe fans/lights (that can be reached on a 2 step ladder)

_____ Interior window panes (that are reachable with a 2 step stool)

_____ Deep clean tracks and sills

_____ Window screens (If removed and replaced by client)

_____ Clean all mirrors

_____ Clean/polish all stainless steel exteriors accessible appliances/furniture

_____ Vacuum (under rugs and on top of rugs)

_____ Vacuum floors

_____ Mop all hard surface floors

Bedrooms Cleaned: x _____

_____ Same task items "All Rooms"

Reminder: our policy states staff are not to physically move appliances. We can clean under appliances that client moves for us prior to our arrival.

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

Upon 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