

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 Cleared: 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 Cleared: 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