

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_  
Email: \_\_\_\_\_

### **“VIP Royal Treatment”:** Scope of Work Checklist:

The items that are in **bold and underlined** are our deep clean items included in this package that are different from our other bundles. 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: \_\_\_\_\_

#### **Included in our “VIP Royal Treatment” package:**

- Walls Cleaned (exclusive only to our “VIP Royal Treatment” package Clients)**
- Interior cabinets and drawers cleaned (exclusive only to “VIP Royal Treatment” clients and our move in/move out clients)**
- 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)**
- Exterior cabinets cleaned**
- Finished basement**
- 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):**

- 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...)**
- 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 exterior of trashcans**
- 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**
- 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**

#### **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**
- 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)**

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

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- 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 (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

- 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 (including kick plates underneath)
- 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"
- Beds made (If new sheets/pillow cases were laid out on the bed upon arrival)

**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.
- Cobwebs removed (from ceilings and wall corners)
- 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
- Dust blinds** (only if sturdy)
- Clean baseboards with a wet cloth**
- Vents/Fans (ceiling, wall, floor) Dusted and cleaned**  
**(if reachable with a 2 step ladder; do not remove vents/fans from wall)**

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

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**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