

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 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 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 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)

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

- _____ 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 ect...)
- _____ 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):

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