

Remove all food left in kitchen  
Clean refrigerator inside removing drawers to clean under them, washing all shelves, all sides and insides and outsides of drawers.  
Push up icemaker bar so ice will not be made  
Slide refrigerator out from the wall & clean walls, outsides of cabinet, the floor and baseboard  
Wash refrigerator top, front, back and sides  
Push refrigerator back into place  
Remove all dishes, glassware, and cooking utensils from cabinets & countertop, put them into dishwasher & run dishwasher  
Wash all upper cabinets inside and outside, including all moldings  
Wash cooking utensil holders inside & outside  
Wash any bowls or decorative items setting on countertop  
Put clean dishes and cooking utensils back in cabinets/countertop and organize all upper cabinets

Remove all pots, pans, baking dishes, cookie sheets, mixing bowls & silverware from cabinets/drawers, put them in dishwasher and run dishwasher  
Clean all lower cabinets; including under the sink, inside and outside  
Clean pipes under sink  
Put clean pots, pans, dishes, cookie sheets, and mixing bowls back into cabinets, organize all lower cabinets  
Clean range top & oven, burner trays, racks, and door (inside & outside) including lower drawer  
Remove crumbs from toaster, polish all small appliances and make sure cords are clean  
Wash coffee maker, basket, carafe & cord  
Remove and wash tray from microwave  
Wash microwave inside & outside/put tray back  
Remove filter over stove, wash/put back in place  
Using a long handled duster, wipe all ceilings, ceiling moldings, walls, light fixtures, fans & sky light

Empty trash/wash trashcan inside & outside, replace liner/leave extra liner  
Run and clean disposal, clean sink and faucet  
Wash all counters and backsplash  
Wash all baseboards, windows & door frames  
Wash window panes, window sill and blinds  
Make sure blinds & cords are straight & slightly open  
Make sure all windows are locked  
Remove all items from bar and clean the items  
Clean the bar top and put clean items back  
Clean all picture frames & glass and make sure pictures are straight  
Leave amenities, dish towels and dish cloth  
Vacuum and mop floors thoroughly

**LAUNDRY ROOMS:**

Remove everything from shelves  
Using a long handled duster, wipe ceiling, ceiling molding, walls, window sills and blinds  
Clean glass sliders, slider tracks and blinds  
Make sure blinds/cords are straight and slightly open  
Lock all windows  
Vacuum and mop floors all around the walls, outside of where the furniture is sitting  
Put furniture back into place  
Thoroughly vacuum and mop the remainder of the floor

**BATHROOMS:**

Remove dirty towels

Remove all ornamentation/countertop plants and set them in the closet  
Using a long handled duster wipe all walls, ceilings, ceiling moldings and light fixtures  
Wash all walls, inside & outside showers, around bathtubs, baseboards & door frames  
Clean all tubs thoroughly making sure faucets, soap dishes and drain covers are clean and shined  
Clean shower doors, tracks, faucets, drain covers and soap dishes  
Replace any shower curtains that are dirty  
Clean inside of toilet bowl, toilet tank top/sides and base of toilet  
Discard trash from drawers, cabinets & under sinks  
Clean cabinets inside & outside  
Clean all mirrors  
Clean sink, countertop, faucets and drain covers making sure they are clean and shiny  
Clean all counter top plants & ornamentation, put back in place  
Clean leaves & containers for all plants  
Hang fresh towels  
Leave amenities, dish towels and dish cloth  
Sweep, vacuum and mop floors thoroughly and clean all baseboards

**CLOSETS:**

Remove all items from closets and place them on a clean surface

After cleaning closet, put items back making sure they are clean and organized  
Using a long handled duster, wipe all walls, ceilings, ceiling moldings & light fixtures  
Clean all shelves & racks  
Wash all baseboards & door frames, top to bottom  
Clean leaves & containers on all plants  
Vacuum & mop floors thoroughly  
Pull out any items sitting against the wall  
Clean the shelves  
Clean drying racks/folding trays  
Wash the baseboards & door frames