

# MAINTENANCE CLEANING

## PREFERENCES

|            |            |
|------------|------------|
| Mondays    | Mornings   |
| Tuesdays   | Afternoons |
| Wednesdays | Anytime    |
| Thursdays  | Any day    |
| Fridays    |            |

## COMMON AREAS & BEDROOMS

### STANDARD

- Dust accessible surfaces
- Clean mirrors
- Vacuum sofa
- Vacuum and mop floor
- Disinfect handles, switches, intercom & remotes
- Empty trash

### ADD-ONS

- Light tidying up
- Wipe doors
- Polish fixtures

## KITCHEN

### STANDARD

- Clean & disinfect countertops
- Clean backsplash
- Clean sink & faucet
- Clean stovetop
- Wipe exterior of appliances
- Vacuum and mop floor
- Remove visible dust
- Disinfect handles & switches
- Empty trash

### ADD-ONS

- Load dishwasher
- Wash dishes by hand
- Clean coffee machine
- Light microwave cleaning
- Light refrigerator cleaning
- Remove expired fridge items
- Refill soap dispensers
- Light tidying up
- Wipe cabinet fronts
- Wipe doors
- Polish fixtures

## FREQUENCY

|              |            |
|--------------|------------|
| daily        | weekly     |
| bi-weekly    | bi-monthly |
| Other: _____ |            |

## BATHROOM

### STANDARD

- Clean & disinfect sanitarries
- Clean shower / bathtub
- Remove light limescale
- Clean mirrors
- Vacuum and mop floor
- Remove visible dust
- Disinfect handles & switches
- Empty trash

### ADD-ONS

- Restock toiletries (client supplied)
- Clean inside cabinets
- Drain treatment
- Refill soap dispensers
- Light tidying up
- Wipe doors
- Polish fixtures

## OPTIONAL SERVICES

### GENERAL

#### ADD-ONS

- Water indoor plants
- Collect mail
- Organize small surfaces
- Take bins outside
- Quick shoe rack organization
- Wipe interior window glass
- Dust indoor blinds
- Wood cleaning & oiling
- Airing rooms out
- Odor neutralization

### CLOTHES

#### ADD-ONS

- Fold & hang clothes
- Start washing machine
- Transfer laundry to dryer
- Hang laundry to dry
- Change bed sheets
- Replace linens
- Replace towels & dishtowels
- Light wardrobe organization
- Ironing

### PETS

#### ADD-ONS

- Pet area cleaning
- Clean pet bedding
- Clean pet mats
- Replace drinking water
- Empty litter box
- Replace litter box sand
- Pet hair removal on clothes
- Pet hair removal on upholstery