

Deep Cleaning Task Checklist

Date:
Room:
Attendant:

Turn Mattresses and Change Bedspreads

- Remove linens from the bed
- Lift the mattress off the box spring
 - **SAFETY TIP:** This is a two-person job.
 - **SAFETY TIP:** Use your legs, not your back.
- Lift the box spring off the bed frame
- Inspect for tears, soil spots or broken springs
- Inspect and clean the frame and headboard
- Vacuum behind and inside the bed platform
- Rotate the box spring
- Turn the mattress (Don't flip pillow top mattresses)
 - **TIP:** Position the appropriate number or month on the mattress in the upper left corner of the bed frame.
- Vacuum the mattress cording
- Inspect pillows and replace pillows that have stains
- Remake the bed with a clean mattress pad, linens and bedspread/coverlets
 - **TIP:** Make sure valances are straight.

Dust High Places

- Using an extended feather duster, dust where the wall meets the ceiling
 - **SAFETY TIP:** Use stepladders appropriately to reach high areas.
- Dust smoke detectors and sprinklers
- Dust the tops of tall furniture such as armoires
- Dust light diffusers; clean with a damp cloth if needed
- Dust vents
- Clean anything else above eye level

Clean Draperies and Wash Windows

- Remove draperies that need professional dry cleaning from drapery rods
 - **SAFETY TIP:** Use a stepladder, not a chair, to reach drapery rods.
- Label draperies by room number, and send them to be dry cleaned
- Inspect and clean pulls, hooks and rods
- Place hooks in sealable bags
- Use a scrubber and window cleaner to clean grease marks and grime from windows
 - **TIP:** Report any dirt on the outside of windows.
- Work from the top down in an "S" pattern with a squeegee
- Wipe window frames with a damp cloth
- Clean window track thoroughly
- Hang replacement draperies
- To remove dust, vacuum draperies from the top down. Get into the folds, and clean the back. Dust sheers often
- Wipe the back of vinyl draperies with a damp cloth.

Deep Cleaning Task Checklist (cont.)

Wash Walls, Baseboards, and Doors

- Use a mild solution of all-purpose cleaner on a soft sponge and clean gently
 - **TIP:** Spray cleaner directly on the sponge, not on the wall.
- Work from the bottom up to avoid streaks, and work clockwise around the room
 - **TIP:** Report any marks you can't remove.
- Dry all surfaces with a clean cloth
- Clean anything hanging on the wall
- Wipe switch plates, phone plugs and wall jacks
- Clean the closet walls and luggage racks
- Clean both sides of every door, including viewers, hinges, the frame, locks and lock plates

Clean Furniture

Upholstery

- Vacuum upholstery
- Use a vacuum attachment to get into tight spots
- Clean under cushions, and inspect and turn them
- Rub upholstery spots gently with a light fabric cleaner, and then blot the area with a white cloth
- Check the manufacturer's directions before cleaning spots from upholstery
 - **TIP:** Report any stains you cannot remove.

Wood or Laminated Furniture

- Use an oil-based cleaner on wood furniture
- Use all-purpose cleaner to wipe laminated furniture. Clean the backs of all furniture
- Dry with a clean cloth
- Wipe room accessories such as the telephone
 - **TIP:** Pay special attention to phone mouthpieces.
- Use a cloth to wipe inside drawers
- Report any drawers that do not slide smoothly or have missing hardware (i.e., handles)

Clean Carpets

- Edge the carpets with a crevice tool or a broom
- Steam clean carpets
 - **SAFETY TIP:** Get help moving large pieces of furniture.
- Take care of carpet spots. Use standard removal techniques depending on the type of stain
 - **TIP:** Effective spot cleaning reduces the amount of shampooing needed.
- Reposition the furniture

Deep Cleaning Task Checklist (cont.)

Clean Lights

- Remove the shade
 - **SAFETY TIP:** Use a stepladder to reach high areas.
 - **SAFETY TIP:** Place the shade in a secure spot.
- Use a damp cloth to clean the fixture and shade thoroughly
- Reposition the shade
- Remove and dust exit sign covers
- Wipe inside exit signs with a damp cloth
- Replace exit sign covers

Replace Shower Curtains (if used)

- Remove the shower curtain
- Soak the hooks in soapy water
- Replace any broken hooks
- Clean the curtain rod
- Reposition a clean shower curtain

Scrub Tile, Grout and Shower Screens

- Use grout cleaner and a grout brush to remove mould and mildew.
 - **SAFETY TIP:** Wear gloves and eye protection
- Remove any build-up from the shower/shower screen, the tub, around the sink, the toilet and the ceramic tile floor
- Rinse all areas thoroughly
- Dry and polish with a dry cloth
 - **TIP:** Report any problems.