

# Deep Cleaning Task Checklist

Date:  
Room:  
Attendant:

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## 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.)

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### 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.)

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### 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.