

## *Elite Cleaning of Washington*

### **Check List**

Customer: **Sample Move OUT/IN & Post-Construction**

Address:

Phone:

Email:

**ZILLOW: (For our database use only.)**

Entry Method: **(Options - Client lets us in, We have the key, Code - garage, door, lock box), door open, key under mat, etc.)**

Payment Method: **(Options - Check, Cash, Invoice)**

**PLEASE NOTE:** For invoiced Customers, billing is completed the first week of each month and covers all cleans taking place within that month. We are not asking you to prepay; we are asking you to settle your invoice on or before the last day of the month. There will be a \$30 late charge if payment is not received within 30 days of the last service date.

Price: **Move In/Out cleaning** is based on Sq. Ft per clean at a rate of \$ .35. For example, 2,500 sq ft x \$.35 = \$875.00;

; and any incidental charges (pets, etc);

Or **Post-Construction Cleaning** is based on Sq. Ft per clean at a rate of \$ .20. For example, 2,000 sq ft x \$.15 = \$400.00; and any incidental charges (pets, etc);

Or select the **List clean option** at \$45 hr/employee (the client makes a prior list and sets the budget)

Then **Monthly Travel Fee** is \$10-\$15 and is based on geographic location of clean. (i.e., Olympia - \$10; Shelton - \$15)

Windows (# of average size panes) x \$8/Each = \$

Tracks & Screens (# of tracks/Screens) x 4.50 = \$

**Date & Time: date @ time**

**Entire House & de-cobweb outside entrance area/back patio**

**Pre-spray oven, refrig, & bathrooms**

**Use tall duster to take down all cobwebs, wipe debris off tops of doors, all trim & baseboards, blinds, etc.**

**Clean all Light fixtures - leave lights off bulbs get hot & can bust - remove and wash fixtures, replace than leave lights on.**

**Separate & start bathrooms, kitchen, windows, etc.**

## **SPECIAL INSTRUCTIONS:**

### **Bathrooms:**

Clean vents, wipe **cool** light bulbs, & light fixtures

Clean all surfaces (touch everything) (fixtures, towel & toilet paper, decor, etc.)

Tubs, showers, and toilets (inside and outside) cleaned including shower curtain, doors, shower caddy, etc. All around the toilet including base, water hose, valve, etc.

Mirrors cleaned

Sinks cleaned

Cabinet/drawer fronts cleaned; inside and out including all shelves & drawers

Switch-plates and outlets wiped down; check & clean any wall marks

Baseboards wiped down

Floors - Hands & Knees clean floor

**Every surface needs to be checked & cleaned**

### **Kitchen:**

Clean refrig - Take a pic to remember where things go back - remove everything cleaned, and replaced. Clean the front, sides, & top, plus move refrig & clean floor under it

Check inside dishwasher clean out as needed & run 1 cup of vinegar through a full cycle

Inside Oven & Stove top cleaned including under hood & top of exhaust area; Clean the front, sides, & top

Inside and outside of microwave cleaned

Stainless steel cleaned, if applicable

Cabinet fronts/drawers cleaned w/ dawn/hot water (If space between cabinets & ceiling - clean use degreaser if needed.

Countertops and backsplash all items moved, cleaned, and replaced

Sinks cleaned

Kitchen window & blind cleaned

Switchplates and outlets wiped down; check & clean any wall marks

Baseboards wiped down

Floors - vacuumed and mopped accordingly

**Every surface needs to be checked & cleaned**

### **Laundry Room:**

Cabinet fronts/drawers cleaned w/ dawn/hot water (If space between cabinets & ceiling - clean use degreaser if needed.

Countertops and backsplash all items moved, cleaned, and replaced

Sink cleaned; if available

Washer/Dryer - Clean the front, sides, & top **including inside and lid/door**

Switchplates and outlets wiped down; check & clean any wall marks

Baseboards wiped down

Floors - vacuumed and mopped accordingly

**Every surface needs to be checked & cleaned**

**All Other Rooms, Stairs, Closets, etc!**

Clean all surfaces shelves, drawers, doors, tracks, sills; if available

Switchplates and outlets wiped down; check & clean any wall marks

Baseboards wiped down

Floors - vacuumed and mopped accordingly

**Every surface needs to be checked & cleaned**

**Windows & Blinds:**

Clean all blinds, wipe tracks & sills

Clean Windows upon request - inside/outside &, scrub track/screens