

CLIENT INFORMATION \_\_\_\_\_

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DATE .....



ESTIMATED QUOTE \_\_\_\_\_

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NAME .....

[www.crystalcleanjana.com](http://www.crystalcleanjana.com)

### CLEANING CHECKLIST

#### ALL AREAS

- Dust surfaces
- Dust and hand wipe furniture tops
- Dust baseboards, chair rails, and door panels
- Dust ceiling fans (within reach)
- Vacuum carpets
- Vacuum and damp mop floors
- Dust blinds, window sills, and lock ledges
- Dust furniture
- Dust pictures frames
- Dust lamp and lamp shades
- Dust and clean mirrors
- Empty all trash

#### BATHROOMS

- Dust surfaces
- Dust blinds, window sills, and lock ledges
- Dust cabinets, door panels, and baseboards
- Clean and disinfect surfaces
- Clean, disinfect, and shine showers and tubs
- Clean and disinfect toilets inside and out
- Clean and disinfect door knobs and switch plates
- Shine fixtures
- Vacuum and damp mop floors
- Empty trash

#### IMPORTANT NOTES

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## KITCHEN

- Dust surfaces
- Dust blinds, window sills, and lock ledges
- Dust chair rails, cabinets, door panels, and baseboards
- Dust top of refrigerator
- Clean and disinfect counter tops
- Clean and disinfect door knobs and switch plates
- Clean and disinfect sink
- Clean and disinfect microwave inside and out
- Clean, disinfect, and shine outside of oven and top of range
- Clean, disinfect, and shine outside of dishwasher
- Clean, disinfect, and shine outside of refrigerator
- Clean and disinfect kitchen table
- Vacuum and damp mop floors
- Empty trash

## IMPORTANT NOTES

## BEDROOMS

- Dust surfaces
- Dust and hand wipe furniture tops
- Dust furniture
- Dust baseboards, chair rails, and door panels
- Dust blinds, window sills, and lock ledges
- Vacuum carpets
- Vacuum and damp mop floors (if non-carpet)
- Change sheets (upon request)
- Make beds (upon request)
- Empty trash

## SPRING/DEEP/MOVE-IN/OUT

### EVERYTHING INCLUDED IN THE REGULAR CLEANING PLUS:

- Damp wipe baseboards and window sills
- Damp wipe door panels and frames
- Vacuum upholstered furniture
- Remove cobwebs
- Damp wipe kitchen and bathroom cabinet fronts

**\*\*Oven & Fridges paid separately\*\***