

^A *Personal Touch Cleaning Service, Inc.*

(610) 525-0809

Entrance Hall

- _____ Clean cobwebs ceiling to floor and around furniture and vents
- _____ Dust furniture pictures with rag, and dust lampshades
- _____ Clean all woodwork wash when needed, do baseboards
- _____ Wet mop and dry mop where needed vacuum rugs
- _____ Dust all knick-knacks

Living Room

- _____ Clean cobwebs ceiling to floor around furniture and vents
- _____ Dust furniture, lampshades, and pictures with a dust rag
- _____ Dust shelves where needed, wash switches
- _____ Empty trashcans and wipe out
- _____ Clean woodwork when needed, do baseboards
- _____ Dust blinds
- _____ Wet mop, dry mop, vacuum rugs
- _____ Dust knick-knacks
- _____ Wipe TV screens

Dining Room

- _____ Clean cobwebs ceiling to floor around furniture and vents
- _____ Dust furniture, lampshades, and pictures with a dust rag
- _____ Dust shelves where needed, wash switches
- _____ Empty trashcans and wipe out
- _____ Clean woodwork when needed do baseboards
- _____ Dust blinds
- _____ Wet mop, dry mop, vacuum rugs
- _____ Dust knick-knacks

Den

- _____ Wipe TV Screens
- _____ Clean cobwebs coiling to floor around furniture and vents
- _____ Dust furniture, lampshades, pictures with a dust rag, dust shelves where needed, wash switches
- _____ Empty trashcans and wipe out
- _____ Clean woodwork when needed do baseboards
- _____ Dust blinds
- _____ Wet mop, dry mop, vacuum rugs
- _____ Dust knick-knacks

Office

- _____ Clean cobwebs ceiling to floor around furniture and vents
- _____ Dust furniture, lampshades, and pictures with a dust rag, dust shelves where needed, wash switches
- _____ Empty trashcans and wipe out
- _____ Clean woodwork when needed do baseboards
- _____ Dust blinds
- _____ Wet mop, dry mop, vacuum rugs
- _____ Dust knick-knacks,
- _____ Wipe off computer screen(s)
- _____ Dust around papers on desk(s)

All Bedrooms

- _____ Clean cobwebs ceiling to floor around furniture and vents
- _____ Dust furniture, lampshades, and pictures with a dust rag
- _____ Dust shelves where needed, wash switches
- _____ Empty trashcans and wipe out
- _____ Clean woodwork when needed, do baseboards
- _____ Dust blinds
- _____ Wet mop, dry mop, vacuum rugs
- _____ Dust knick-knacks
- _____ Wipe TV screens
- _____ Make bed(s), change linens

All Bathrooms

- _____ Do all trash cans empty and wipe out
- _____ Do all shelves
- _____ Do all glass trays, bottles, etc.
- _____ Do all paper trays, bottles, etc
- _____ Do all paper holders like toilet tissue and towel bars
- _____ Clean the toilet inside and out also behind
- _____ Do sink, shower, and tub wipe each time even if they look clean Make sure you try to get mildew out do tracks
- _____ Do all edges and walls that must be wiped
- _____ Wipe down cabinets
- _____ Dust mop and wash bathroom floor vacuum rug if bathroom has one

Hallway

- _____ Clean cobwebs ceiling to floor and around furniture and vents
- _____ Clean woodwork when needed, do baseboards
- _____ Wash banisters
- _____ Wipe stairs if wood, vacuum carpet and back of the steps each time

Kitchen

- _____ Wipe TV screen(s)
- _____ Clean cobwebs ceiling to floor and around furniture
- _____ Clean chairs, chair rungs, table legs, and all washable parts
- _____ Clean woodwork and baseboards and windowsills
- _____ Clean light switches
- _____ Clean outside of the cabinets using their product or window cleaner
- _____ Clean outside of all appliance using window cleaner
- _____ Wipe down all counter tops and move everything on top wipe off canisters breadboxes etc.
- _____ Wipe top of the refrigerator
- _____ Wipe down stove including drip pans and microwave inside and out
- _____ Empty trash cans wipe out and reline
- _____ Scour sink
- _____ Dry mop and wet mop the floor make sure corners are clean
- _____ Vacuum if carpeted
- _____ Clean the laundry room, do sink, washer, dryer, floor windowsill

Time In:__:__:__ Time Out:__:__:__

Job # _____

Customer's Name _____