



Residential Maintenance Checklist

Kitchen:

- Empty trash and put in a new liner
- Long dust all high areas
- Dust fan blades and light fixtures
- Clean counters – pick up and wipe underneath everything
- Spot clean cabinet doors and sanitize hardware
- Wipe down the kitchen table and chairs.
- Clean microwave, inside and out
- Clean stove-top, burner grates, and knobs
- Wipe down exterior of oven
- Clean and polish oven hood; clean top, under, and soak grease traps as needed
- Spot clean the front, top, and sides of fridge; remove and clean water tray; hand wipe floor under fridge
- Dishwasher: wipe down exterior; open and wipe down the top of the door
- Wash dishes in the sink if less than five
- Scrub and disinfect sink(s); wipe dry
- Clean soap dish/dispenser
- Backsplash: wipe down
- Dust and wipe down between appliances and walls as needed
- Wipe down small appliances such as toasters/toaster ovens; empty the crumb trays
- Polish stainless steel
- Spot clean walls
- Spot clean doors and door casings
- Clean switch plates and outlet covers as needed
- Dust artwork and picture frames
- Wipe windowsills and ledges
- Wipe baseboards
- Dust both sides and underneath blinds and shutters
- Vacuum rugs and floor underneath
- Long dust for cobwebs and get under cabinets
- Vacuum and mop floors

Dry Rooms (Bedrooms, Offices, Living, Dining, Etc.):

- Empty trash and put in a new liner
- Long dust all high areas
- Dust fan blades, chandeliers, and light fixtures
- Dust top to bottom; pick up items, wipe down surface
- Dust behind TV and wipe dusty cable boxes
- Spot clean doors and door casings
- Cobweb removal
- Wipe/dust lamps and lamp shades
- Clean glass on slider doors, inside and out
- Fluff and straighten pillows; straighten books and magazines
- Spot clean walls
- Clean switch plates and outlet covers as needed
- Dust artwork, picture frames, and knick-knacks
- Wipe windowsills and ledges
- Wipe baseboards
- Dust both sides and underneath blinds and shutters
- Vacuum upholstery
- Vacuum vent covers
- Clean mirrors
- Make bed "Change linens if needed"
- Vacuum along baseboards with edging attachment
- Vacuum rugs and floor underneath
- Vacuum floors, getting underneath beds and furniture when possible
- Mop hard floors



Bathrooms:

- Empty trash and put in a new liner
- Vacuum and clean ceiling fan vent cover
- Dust knick-knacks and decor
- Dust light fixtures
- Cobweb removal
- Wipe down counters
- Clean soap dish/dispenser
- Clean and disinfect sink(s); wipe dry
- Polish faucet
- Clean mirrors
- Dust shelves
- Scrub tub/shower (grout, walls, floor, shelves, door); wipe dry
- Polish faucet and fixtures in tub/shower
- Shine glass door
- Scrub and sanitize toilet, inside and out, including base and behind, and water hose
- Clean floor around toilet by hand
- Spot clean cabinet doors and sanitize hardware
- Spot clean doors and door casings
- Clean switch plates and outlet covers as needed
- Wipe towel racks
- Wipe down toilet paper dispenser and fold toilet paper
- Dust both sides and underneath blinds and shutters
- Wipe windowsills and ledges
- Wipe baseboards
- Vacuum and mop floors

Notes:

Technician:

Laundry Room:

- Empty trash and put in a new liner
- Dust top to bottom all knick-knacks and items
- Cobweb removal
- Wipe down counters
- Dust shelves
- Wipe down artwork
- Clean and disinfect sink, wipe dry
- Spot clean cabinet doors and sanitize hardware
- Spot clean doors and door casings
- Clean switch plates and outlet covers as needed
- Wipe windowsills and ledges
- Wipe baseboards
- Wipe down washer and dryer; lift washer lid and clean under; dust in between washer and dryer
- Dust both sides and underneath blinds and shutters
- Vacuum and mop floor

Stairs/Staircase:

- Wipe down handrails and ballasts/spindles
- Vacuum along baseboards with edging attachment
- Check for cobwebs and remove
- Wipe baseboards
- Clean switch plates and outlet covers as needed
- Dust both sides and underneath blinds and shutters
- Wipe windowsills and ledges
- Spot clean walls
- Dust artwork, picture frames, shelves and knick-knacks
- Wipe down or vacuum stairs

Add-On Services

- Handwash Blinds or Shutters
- Window Cleaning
- Carpet Cleaning
- Tile & Grout Cleaning
- Oven Cleaning
- Refrigerator Cleaning