



SWEEP, INC.

SWEEP Cleaning Checklist



LIVING ROOM CLEANING CHECKLIST

- Clean cobwebs
- Clean ceiling fans/other fans
- Clean any fireplaces
- Clean all doors
- Clean door tracks
- Clean any windows
- Clean window tracks
- Clean window ledges
- Clean any fans/ceiling fans
- Clean the baseboards
- Clean the door jams
- Clean walls of scuffs or marks
- Clean light switch covers
- Clean plugs
- Clean the mirrors
- Clean the couch
- Clean any chairs
- Clean any vents (outside only)
- Clean the shelves
- Vacuum the rug
- Vacuum the floors
- Mop the floors
- Clean any wardrobe closets

KITCHEN CLEANING CHECKLIST

- Clean stove
 - Clean hood/vents
 - Wipe down dishwasher
 - Wash dishes
 - Unload dishwasher (upon request)
 - Clean any dishes that need hand washing (upon request)
 - Put other dirty dishes into the dishwasher (upon request)
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- Run dishwasher (upon request)
 - Clean kitchen cabinets
 - Clean microwave inside and out
 - Cutting boards (if needed)
 - Clean the oven (inside oven upon request)
 - Empty fridge (upon request)
 - Clean refrigerator (inside fridge upon request)
 - Wipe down the coffee maker/Keurig
 - Clean the kitchen sink
 - Clean under sink & organize items
 - Spray with all purpose cleaner
 - Wipe all shelves
 - Remove grates and clean stove
 - Clean stainless steel appliances and toaster if applicable
 - Windows
 - Door tracks
 - Window tracks
 - Dust fans/Ceiling fans
 - Baseboards
 - Door jams
 - Clean walls of scuffs or marks
 - Clean light switch covers
 - Clean plugs
 - Clean cabinets
 - Clean any pet dishes
 - Clean shelves
 - Take out trash/recycling
 - Vacuum
 - Mop

BATHROOM CLEANING CHECKLIST

- Remove bath mats & trash cans
 - Clean shower
 - Clean bathtub
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- Spray/clean everything with all-purpose cleaner except toilet, vanity, shower/tub, mirror
 - Clean mirror
 - Clean toilet
 - Clean sink
 - Clean all faucets and water spouts
 - Clean all counters
 - Clean drawers/put things away
 - For deep cleanings, remove all items, clean drawer, & replace items neatly
 - Clean any scales
 - Wipe down cabinet fronts
 - Clean toilet
 - Take out any trash/throw away items
 - Clean floors
 - Vacuum the floors
 - Mop the floors
 - Replace bath mat and trash cans

BEDROOM CLEANING CHECKLIST

- Clean cobwebs
 - Dust ceiling fan
 - Dust other fans
 - Dust curtains
 - Dust furniture
 - Dust nightstands
 - Dust drawers
 - Polish furniture with wood cleaner or other solution
 - Clean windows
 - Clean mirrors
 - Make the bed
 - Remove the sheets & pillow cases
 - Wash the sheets
 - Wash the pillowcases
 - Wash the down comforter
 - Clean the quilt
 - Clean the mattress
 - Make the bed
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- Clean floors
 - Vacuum
 - Mop
 - Clean closet
 - Dust everything
 - Hang clothes
 - Fold clothes on any shelves
 - Make sure hangers face same way

ENTRYWAY CLEANING CHECKLIST

- Clean cobwebs
- Clean walls of scuffs or marks
- Clean light switch covers
- Clean plugs
- Clean front door
- Door track
- Windows
- Window tracks
- Window ledges
- Fans/Ceiling fans
- Clean walls of scuffs or marks
- Clean light switch covers
- Clean plugs
- Baseboards
- Mirrors
- Furniture
- Vents
- Shelves
- Rugs
- Floors
- Closets

CLOSET CLEANING CHECKLIST

- Clean any cobwebs
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- Clean any doors
 - Door tracks
 - Door jams
 - Clean walls of scuffs or marks
 - Clean light switch covers
 - Clean plugs
 - Clean cabinets
 - Mirrors
 - Vents
 - Straighten clothes
 - Dust shoes
 - Shine shoes
 - Shelves
 - Baseboards
 - Rugs
 - Floors

Upon Request: LAUNDRY CHECKLIST

- Fold blankets and sheets
 - Fold the fitted sheet
 - wash clothes
 - dry clothes
 - Fold clothes
 - fold the t-shirt
 - fold pants
 - fold socks
 - fold towels
 - fold fitted sheets
 - properly hang clothes
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