RECURRING SERVICE

Standard Clean Checklist

For weekly, every-other-week and monthly clients. Work top to bottom, left to right, and clean floors last.

CLIENT _____ DATE _____ CLEANER _____ TIME IN / OUT _____

Kitchen

9 TASKS

- [ ] Wipe counters, backsplash and small appliances (outside)
- [ ] Clean and shine sink, faucet and handles
- [ ] Wipe stovetop, knobs and range hood (outside)
- [ ] Wipe outside of fridge, dishwasher and oven doors
- [ ] Clean microwave inside and out
- [ ] Wipe cabinet fronts where marked or sticky
- [ ] Wipe table and chairs
- [ ] Empty trash, replace liner, wipe lid
- [ ] Vacuum and mop floor

Bathrooms

8 TASKS

- [ ] Clean and disinfect toilet inside, outside and base
- [ ] Scrub tub and shower walls, rinse and wipe fixtures
- [ ] Clean sink, counter and faucet
- [ ] Polish mirrors and glass
- [ ] Wipe cabinet fronts and towel bars
- [ ] Fold or hang towels neatly
- [ ] Empty trash, replace liner
- [ ] Vacuum and mop floor

Bedrooms

6 TASKS

- [ ] Make beds (change linens if left out)
- [ ] Dust reachable surfaces, lamps and headboards
- [ ] Wipe mirrors and glass tabletops
- [ ] Straighten items on surfaces (do not move personal papers)
- [ ] Empty trash
- [ ] Vacuum carpet or sweep and mop hard floors

Living areas

7 TASKS

- [ ] Dust surfaces, shelves, frames and decor
- [ ] Dust electronics with a dry cloth
- [ ] Fluff and straighten cushions and throws
- [ ] Wipe light switches and door handles
- [ ] Spot-clean glass and fingerprints
- [ ] Vacuum upholstery crevices (if requested)
- [ ] Vacuum and mop floors, edges and under easy-to-reach furniture

Before you leave

6 TASKS

- [ ] All rooms checked against this list
- [ ] Lights off, windows and doors locked as found
- [ ] Trash taken to outdoor bin (if agreed)
- [ ] Note anything broken, damaged or out of supplies
- [ ] Leave a thank-you card or note
- [ ] Take a final photo if your policy allows

Pro tip: Most standard cleans take 2 to 3 cleaner-hours for an average 3-bedroom home. Time yourself for your first jobs so your prices stay profitable.

Sample

Free sample from pagewisestudio.com

Home Walkthrough

Client

NAME | PHONE | EMAIL

ADDRESS | CITY / ZIP | LEAD SOURCE

Home details

☐ House ☐ Apartment / condo ☐ Townhouse ☐ Occupied ☐ Empty

SQ FT | BEDROOMS | FULL BATHS | HALF BATHS

STORIES | PETS | FLOORING | PARKING / ENTRY

ROOM	CONDITION (CIRCLE)	NOTES: CLUTTER, STAINS, BUILDUP, SPECIAL ITEMS
Kitchen	L A H VH	
Bathroom 1	L A H VH	
Bathroom 2	L A H VH	
Bathroom 3	L A H VH	
Bedroom 1	L A H VH	
Bedroom 2	L A H VH	
Bedroom 3	L A H VH	
Bedroom 4	L A H VH	
Living room	L A H VH	
Dining room	L A H VH	
Office / den	L A H VH	
Laundry	L A H VH	
Stairs / halls	L A H VH	
Other	L A H VH	

L = light · A = average · H = heavy · VH = very heavy. Match these to the condition options in the Pricing Calculator.

Sample

Free sample from pagewisestudio.com

[BUSINESS NAME]

A Cleaner Home, Without the Work

Trusted home cleaning in **[Service Area]**

- Standard home cleaning
- Deep cleaning
- Move-in / move-out cleaning
- Vacation rental turnovers
- Weekly, every other week or monthly

NEW CLIENT OFFER

[$20] off

your first clean

Book by [Date]

[Insured] · [Background-checked team] · [Supplies included]

Call or text [Phone]

[Website] · [Email]

Sample

[Business Name] [Phone]

[Business Name] [Phone]

[Business Name] [Phone]

[Business Name] [Phone]

[Business Name] [Phone]

[Business Name] [Phone]

[Business Name] [Phone]

[Business Name] [Phone]

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