Housekeeping Unlimited recognizes that every customer's house is different – and therefore cleaning requirements will vary from client to client. That's why we encourage clients to customize how they want their house cleaned. To ensure that our cleaners are knowledgeable of the clients' requests, we've created a detail sheet that the cleaners take with them. As a sample of what sort of customization is possible, we've shown part of the detail sheet here.

Name: **Frequency:** **Hours:**
Address: **Time/Day:** **Key/Code:** Yes / No
Phone: **Pets:**

Equipment: ☐Tote ☐Vacuum ☐Duster ☐Handvac ☐Treated Mop ☐Dustmop ☐Mop ☐Bucket ☐Broom ☐Dustpan
Extra Supplies:

Additional Customization Notes:

ENTRANCE

- ☐ High/Low dust cobwebs, corners, and baseboards
- ☐ Door, all entry glass (side panels, in & out)
- ☐ Pictures, mirrors, and shelves
- ☐ Dust furniture, items (pick up and clean under!)
- ☐ Floor: vacuum or sweep, then mop and dry
- ☒ Sweep outside mat / porch

BATHROOMS

MB	1	2	3	4	½	
☐	☐	☐	☐	☐	☐	High/Low dust cobwebs & corners
☐	☐	☐	☐	☐	☐	Light fixtures, ceiling fans, vents
☐	☐	☐	☐	☐	☐	Doors: dust panels & wet-clean fingerprints
☐	☐	☐	☐	☐	☐	Windows, blinds, ledges
☐	☐	☐	☐	☐		Tub, tile, chrome, outside/edge
☐	☐	☐	☐	☐		Shower: tile, track, chrome, doors
☐	☐	☐	☐	☐	☐	Mirrors (double-check spots/streaks!)
☐	☐	☐	☐	☐	☐	Pictures: dust or wet-clean
☐	☐	☐	☐	☐	☐	Towel bars (re-hang towels), TP holder
☐	☐	☐	☐	☐	☐	Switch plates, wall around
☐	☐	☐	☐	☐	☐	Counters: move ALL items
☐	☐	☐	☐	☐	☐	Soap dish (soak), trays
☐	☐	☐	☐	☐	☐	Sink, fixtures, chrome, drain
☐	☐	☐	☐	☐	☐	Spot clean cabinet fronts
☐	☐	☐	☐	☐	☐	Toilet: lid, tank, seat, rim, bowl, base
☐	☐	☐	☐	☐	☐	Rugs: SHAKE OUTSIDE!
☐	☐	☐	☐	☐	☐	Edge (including behind toilet and door)
☐	☐	☐	☐	☐	☐	Floor: sweep, mop on hands/knees, and dry
☐	☐	☐	☐	☐	☐	Trash (replace liners)

KITCHEN

1	2	
☐	☐	High/Low dust cobwebs & corners (esp. in toespace)
☐	☐	Light fixtures, ceiling fans, vents
☐	☐	Doors: dust panels & wet-clean woodwork - check handprints
☐	☐	Windows, blinds, ledges
☐	☐	Pictures: dust or wet-clean if necessary
☐	☐	Refrigerator: top, handle, front, sides, vent, behind
☐	☐	Stove: hood, top, drip pans (soak), controls, front, sides
☐	☐	Microwave: inside and out
☐	☐	Counters: pull everything out, backsplash
☐	☐	Countertop items, clean all small appliances
☐	☐	Check cabinet fronts
☐	☐	Dishwasher: front, sides, inside lip
☐	☐	Sink: fixtures, drain (clean w/900 to make it shine!)
☐	☐	Slider door: glass, track (get bugs!)
☐	☐	Rugs: (SHAKE OUTSIDE!)
☐	☐	Baseboards & toespace – cobwebs, pet hair
☐	☐	Floor: vacuum or sweep, <u>WET MOP & DRY</u>
☐		Pantry Floor
☐	☐	Trash (dispose of properly)
☐	☐	**EATING AREA** (Wet-clean table & dust/wet-clean chairs!)
☐		**HEARTH ROOM (total clean)**

MAIN ROOMS

LR	DR	FR	FR2	OF
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
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BEDROOMS

MB	1	2	3	4	
☐	☐	☐	☐	☐	High/Low dust cobwebs & corners
☐	☐	☐	☐	☐	Light fixtures, ceiling fans, vents
☐	☐	☐	☐	☐	Doors: front & back
☐	☐	☐	☐	☐	Window ledges, blinds
☐	☐	☐	☐	☐	Pictures: dust or wet-clean
☐	☐	☐	☐	☐	Fireplace: hearth, mantle
☐	☐	☐	☐	☐	Furniture: dust top/front/sides - pick up small items
☐	☐	☐	☐	☐	Vac. upholstered furniture (cushions/front/back/sides)
☐	☐	☐	☐	☐	Slider door: glass (inside & out)
☐	☐	☐	☐	☐	Floor: vacuum, dust, or damp mop & dry

(MOVE AND VACUUM UNDER SMALL ITEMS, CHAIRS, BEDS – DON'T PUT TOTE, RUGS, FLOOR ITEMS ON FURNITURE)

☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	Baseboards, edge occasionally (check rotation chart)
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	Trash
					☐	☐	☐	☐	☐	Make Bed / Change sheets

LAUNDRY

- ☐ Windows, blinds
- ☐ Appliances
- ☐ Sink, counter area
- ☐ Floor: sweep & mop
- ☐ Trash

HALLS

- ☐ Cobwebs, vents
- ☐ Woodwork
- ☐ Floor

STAIRS

1	2	
☐	☐	Cobwebs, light
☐	☐	Rail, baseboard
☐	☐	Steps