




MOVE IN/OUT SERVICE



Our Services

- Baseboard Cleaning
 - Dusting
 - Mopping
 - Vacuuming
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LIVING ROOM/OFFICE

- ☐ Spot check for cobwebs
- ☐ Dust vents
- ☐ Wipe blinds from both sides
- ☐ Hand wipe light switch plates
- ☐ Hand wipe plug plates
- ☐ Wipe inside cabinets and drawers
- ☐ Clean interior windows and sills top to bottom
- ☐ Clean glass of entry/exit doors (inside and outside)
- ☐ Hand wipe fans & light fixtures in place (if accessible)
- ☐ Mirrors/glass are streak free
- ☐ Vacuum floors thoroughly corner to corner
- ☐ Vacuum edges of large rugs underneath
- ☐ Mop hard floors thoroughly corner to corner
- ☐ Hand wipe baseboards
- ☐ Lights off

HALLWAY/STAIRS FOYER

- ☐ Spot check for cobwebs
- ☐ Dust vents
- ☐ Wipe blinds from both sides
- ☐ Hand wipe light switch plates
- ☐ Hand wipe plug plates
- ☐ Clean interior windows and sills top to bottom
- ☐ Clean glass of entry/exit doors (inside and outside)
- ☐ Hand wipe fans & light fixtures in place (if accessible)
- ☐ Mirrors/glass are streak free
- ☐ Vacuum stairs (mop if no carpet)
- ☐ Vacuum floors thoroughly corner to corner
- ☐ Mop hard floors thoroughly corner to corner
- ☐ Hand wipe baseboards
- ☐ Lights off

DINING ROOM

- ☐ Spot check for cobwebs
- ☐ Dust vents
- ☐ Wipe blinds from both sides
- ☐ Hand wipe light switch plates
- ☐ Hand wipe plug plates
- ☐ Wipe inside cabinets and drawers
- ☐ Clean interior windows and sills top to bottom
- ☐ Hand wipe fans & light fixtures in place (if accessible)
- ☐ Mirrors/glass are streak free
- ☐ Vacuum floors thoroughly corner to corner
- ☐ Mop hard floors thoroughly corner to corner
- ☐ Scrub/scrape food/debris
- ☐ Hand wipe baseboards
- ☐ Lights off



BEDROOMS

- ☐ Spot check for cobwebs
- ☐ Dust vents
- ☐ Wipe blinds from both sides
- ☐ Hand wipe light switch plates
- ☐ Hand wipe plug plates
- ☐ Wipe inside cabinets and drawers
- ☐ Hand wipe fans & light fixtures in place (if accessible)
- ☐ Mirrors/glass are streak free
- ☐ Clean interior windows and sills top to bottom
- ☐ Mop hard floors thoroughly corner to corner
- ☐ Vacuum floors thoroughly corner to corner
- ☐ Hand wipe baseboards
- ☐ Lights off



LAUNDRY/MUD ROOM

- ☐ Spot check for cobwebs
- ☐ Dust vents
- ☐ Wipeblinds from both sides
- ☐ Hand wipe light switch plates
- ☐ Hand wipe plug plates
- ☐ Clean interior windows and sills top to bottom
- ☐ Hand wipe fans & light fixtures in place (if accessible)
- ☐ Mirrors/glass are streak free
- ☐ Wipe down exterior of washer/dryer (if in place)
- ☐ Swept along edges of washer/dryer to remove dust and debris (not moving appliances)
- ☐ Wipe inside cabinets and drawers
- ☐ Clean utility sink (if applicable)
- ☐ Vacuum floors thoroughly corner to corner
- ☐ Mop hard floors thoroughly corner to corner
- ☐ Scrub/scrape food/debris from floors
- ☐ Hand wipe baseboards
- ☐ Lights off



BATHROOMS

- ☐ Spot check for cobwebs
- ☐ Dust vents
- ☐ Wipe blinds from both sides
- ☐ Hand wipe light switch plates
- ☐ Hand wipe plug plates
- ☐ Hand wipe fixtures (towel rods/toilet paper holder)(if accessible)
- ☐ Hand wipe bathroom vanity exterior from top to bottom/sides
- ☐ Mirrors/glass are streak free
- ☐ Clean interior windows and ledges top to bottom
- ☐ Clean shower/tub
- ☐ Clean outside wall of tub
- ☐ Clean all bathroom fixtures and polish chrome
- ☐ Clean all layers of the toilet and around the base/floor
- ☐ Clean and dry sink thoroughly, toothbrush around faucet/drain, remove toothpaste from walls/counter
- ☐ Clean floors/baseboards thoroughly, hand wash corner to corner
- ☐ Wipe inside cabinets and drawers
- ☐ Clean and dust free behind door
- ☐ Vacuum floors thoroughly corner to corner
- ☐ Lights off

KITCHEN

- ☐ Spot check for cobwebs
- ☐ Dust vents
- ☐ Wipe blinds from both sides
- ☐ Hand wipe light switch plates
- ☐ Clean interior windows and sills top to bottom
- ☐ Hand wipe fans & light fixtures in place (if accessible)
- ☐ Mirrors/glass are streak free
- ☐ Hand wash cabinet fronts top to bottom/sides
- ☐ Wash toe kick plates
- ☐ Counters are smooth and streak-free
- ☐ Hand wipe backsplash (at top counter lip)
- ☐ Fridge: Hand wipe entire exterior that is accessible, including the top, clean Inside door lip and handle is free of finger prints/smudges
- ☐ Hood Vent: Clean thoroughly
- ☐ Oven: Hand wipe entire exterior that is accessible, handle is free of finger prints/smudges/Fully Clean interior of oven as best as techs can
- ☐ Stove top: clean thoroughly to remove buildup and burnt rings as much as possible
- ☐ Microwave: Clean inside/out. Handle is free of finger prints/smudges
- ☐ Dishwasher: Hand wipe entire exterior that is accessible, clean top lip and handle is free of finger prints/smudges



- ☐ Sink: Clean and polish including fixtures, stopper, and drains
- ☐ Vacuum floors thoroughly corner to corner,
- ☐ Mop hard floors thoroughly corner to corner
- ☐ Scrub/scrape food/debris from floors
- ☐ Wipe inside cabinets and drawers
- ☐ Hand wipe baseboards
- ☐ Lights off

