

Just Clean It Quality Home Solutions

SERVICE ORDER – INITIAL CLEANING		DATE OF SERVICE:	
Open House Cleaning/Spring Cleaning/ Very First Cleaning		Property Owner's Name Address City, ST ZIP	
Mark Your Calendar!			
Your Next Cleaning Day Is Scheduled For RETURN DATE:			
KITCHEN		BEDROOMS	
Clean outside and top of refrigerator		Hand dust all horizontal surfaces	
Clean outside of stove		Dust ceiling corners	
Clean outside/inside of microwave		Vacuum carpet	
Clean outside of dish washer		Vacuum rugs	
Clean and disinfect countertops and back splash		Vacuum/dust mop/damp mop hard floors	
Spot clean outside of cabinets		Clean mirrors	
Clean/disinfect/polish sinks and faucets		Clean ceiling fans	
Empty trash		Vacuum vent grills	
Dust ceiling corners		Hand wipe light fixtures and disinfect switches	
Hand dust all horizontal surfaces		Hand wipe base boards	
Sweep/vacuum floor			
Damp mop hard floor		DINING ROOM/LIVING AREAS	
Vacuum floor rugs		Hand dust all horizontal surfaces	
Hand wipe light fixtures/switches		Dust ceiling corners	
		Clean ceiling fan	
BATHROOMS		Clean sliding glass door and track	
Clean and disinfect tubs and showers		Clean all mirrors	
Remove hard water spots from shower doors		Vacuum vents grills	
Clean mirrors		Vacuum all carpet	
Clean exterior/interior of vanities		Vacuum rugs	
Clean/disinfect/polish sinks and faucets		Vacuum and damp mop hard floors	
Clean and disinfect toilets		Dust mop/vacuum wood floors	
Clean and disinfect floor		Hand wipe light fixtures and disinfect switches	
Vacuum or hand wipe vent grills		Hand wipe base boards	
Hand wipe baseboards			
Dust ceiling corners		UTILITY ROOM	
Dust ceiling light fixtures (outside only)		Hand dust all horizontal surfaces (air duct work extra)	
Hand wipe light fixtures and disinfect switches		Dust ceiling corners	
Clean and disinfect towel bars		Hand wipe light fixtures and disinfect switches	
Hand dust all horizontal surfaces		Hand wipe base boards	
Damp mop floors		Wipe down outside of washer/dryer	
Empty trash		Vacuum and damp mop hard floors	
		Vacuum area rugs	
		Empty trash	
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Your Home Was Cleaned By:	<i>Thank you for your business!</i>
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