

# MOVE IN / MOVE OUT

*checklist*



## BEDROOMS

- DUST ALL SURFACES
- (INCLUDING BASEBOARDS)
- WIPE DOORS, DOOR FRAMES & HANDLES
- CLEAN INSIDE CLOSETS
- WIPE SHELVING
- VACUUM CARPETS
- VACUUM & MOP FLOORS
- CLEAN LIGHT SWITCHES
- REMOVE COBWEBS

## LIVING ROOM

- DUST ALL SURFACES & FIXTURES
- CLEAN BASEBOARDS
- WIPE WINDOW SILLS
- CLEAN INTERIOR DOORS
- VACUUM CARPETS
- VACUUM & MOP FLOORS
- REMOVE COBWEBS
- CLEAN LIGHT SWITCHES & HANDLES

## KITCHEN

- CLEAN & SANITIZE COUNTERTOPS
- CLEAN INSIDE & OUTSIDE CABINETS
- CLEAN INSIDE & OUTSIDE DRAWERS
- CLEAN SINK & POLISH FAUCET
- CLEAN STOVETOP
- CLEAN OVEN (INTERIOR)
- CLEAN INSIDE MICROWAVE
- CLEAN INSIDE REFRIGERATOR
- WIPE BACKSPLASH
- CLEAN EXTERIOR APPLIANCES

## BATHROOMS

- CLEAN & SANITIZE TOILET (BASE INCLUDED)
- CLEAN SINK & COUNTERS
- CLEAN MIRRORS
- CLEAN SHOWER/TUB THOROUGHLY
- REMOVE SOAP SCUM
- CLEAN INSIDE CABINETS & DRAWERS
- MOP FLOORS
- REMOVE GARBAGE

## ADDITIONAL DETAILS

- |  |   |
|--|---|
| <input type="checkbox"/> CLEAN WINDOW SILLS & FRAMES | <input type="checkbox"/> SPOT CLEAN WALLS             |
| <input type="checkbox"/> DUST VENTS                  | <input type="checkbox"/> CLEAN INSIDE LAUNDRY AREA    |
| <input type="checkbox"/> CLEAN BASEBOARDS THROUGHOUT | <input type="checkbox"/> FINAL WALKTHROUGH INSPECTION |

## SERVICE NOTES

PROPERTY MUST BE EMPTY

- HEAVY DEBRIS REMOVAL NOT INCLUDED
- EXCESSIVE BUILDUP MAY REQUIRE ADDITIONAL TIME
- APPLIANCES MUST BE ACCESSIBLE

## EXTRA ADD - ONS

- |   |   |
|---|---|
| <input type="checkbox"/> GARAGE                   | <input type="checkbox"/> INSIDE THE VENTS |
| <input type="checkbox"/> CARPET CLEANING          |   |
| <input type="checkbox"/> OUTSIDE WINDOWS CLEANING |   |

@SIMPLYJENSCLEANING

SIMPLYJENSCLEANING@GMAIL.COM

[HTTPS://SIMPLYJENSCLEANING.COM](https://SIMPLYJENSCLEANING.COM)

