



Professional Housekeeping Services

3102 E. 5th Avenue

Durango, CO 81301

(970) 759-5410

www.anorderlyhomeandoffice.com

Move In/Out Cleaning Checklist

Let An Orderly Home and Office help with all of your move in/move out and deep cleaning needs! We specialize in the most comprehensive services available in La Plata County. Our experience and protocol is well established. Any cleaning can be customized to your specific needs and budget.

Our rates are competitive and our cleanings are personalized. Here is a comprehensive checklist that we abide by, and will adhere to unless you specify otherwise (3 days in advance to start-up) or *change order is signed*. All services are billed hourly (per cleaner per hour) so you get only as much or as little cleaning as the property needs. For your convenience, we supply all products and tools.

Kitchen

Refrigerator/Freezer:

- Defrost
- Move the fridge out to clean behind and underneath (if possible)
- Vacuum/sweep coils behind the fridge
- Sweep and mop floor underneath before moving fridge back into place
- Top of fridge, sides, bottom grate, exterior and handles
- Remove shelves, drawers, butter tray, ice cube trays and vegetable crispers to clean
- While shelves are drawers are out, wipe down the inside of the fridge and door completely
- Countertops and backsplash
- Sink & sink fixtures
- Kitchen window above sink (inside only),

Stove/Oven:

- Detail inside oven. Line with tinfoil
- Scrub, remove food debris from oven racks
- Inside and underneath oven drawer
- Under the range/burners
- Remove knobs, clean the knobs and area underneath
- Scrub drip pans
- De-grease range hood
- Rinse grease filters

Refrigerator and Freezer

- Scrub, remove food debris from racks
- Inside and underneath drawers
- Door & doorframe: wipe down both sides and all molding
- Freezer: defrost and wipe down

Other Appliances

- Dishwasher: inside edges of door, exterior, bottom grate

Other Areas

Miscellaneous:

- Cobweb
- Return air vents: in floor & up high
- Ceiling fan
- Light fixtures: Cobweb, take down to wash as needed
- Cabinets & Drawers: inside, outside, shelves
- Blinds
- Windowsills, exposed window tracks
- Light switch plates & outlet covers
- Doors & doorframes: wipe down both sides and all molding
- Tracks (exposed only)

Walls:

- Spot clean for large scuffs, spots and dirt. *Detailed wall cleaning only by request.*
- Microwave: interior and exterior
- Baseboards & molding

Glass & Mirrors:

- Windows inside only
- Windows outside at ground level
- Sliding glass doors

Floors:

- Carpet: Edge & vacuum
- Hardwood (sweep, mop, edge)

Living Areas: Living Areas, Sleeping Areas, Offices, Hallways

- Cobweb
- Return air vents: in floor & up high
- Ceiling fan
- Light fixtures: cobwebs, take down to wash as needed
- Blinds
- Windowsills, exposed window tracks
- Light switch plates & outlet covers

- Doors & doorframes: wipe down both sides and all molding
- Walls: spot clean for large scuffs, spots and dirt. Note: Detailed wall cleaning only by request
- Cabinets & drawers: inside, outside, shelves
- Fireplace: remove debris and vacuum
- Baseboards & molding (edging)
- Sliding glass doors: both sides of glass and exposed tracks

Closets:

- Wipe down shelves, vacuum
- Baseboards & molding (edging)

Bathrooms:

- Shower: Inside: treat for mold and mildew, remove soap scum buildup, scour floor, doors and tracks
- Outside: wipe down exterior
- Curtain rod or shower frame
- Bathtub: Inside -- treat for mold and mildew. Remove soap scum buildup
- Bathtub: Outside: wipe down exterior
- Toilet: Inside toilet bowl, and under rim, disinfect exterior, detail around lid, hinges, and base of toilet
- Clean walls behind and around toilet
- Cobweb
- Return air vents: in floor & up high
- Exhaust fan: cobweb, take down and wash as needed, if possible
- Ceiling fan
- Light fixtures: cobweb, take down to wash as needed
- Medicine cabinet: inside, outside, top
- Cabinets & drawers: inside, outside, shelves
- Baseboards & molding
- Countertops & backsplash
- Sink & sink fixtures
- Glass: mirrors, shower doors

Blinds:

- Windowsills, exposed window tracks
- Light switch plates & outlet covers
- Doors & doorframes: wipe down both sides and all molding

Laundry Room/Utility/Storage

- Washer & dryer:
 - Move the W/D out to clean behind and underneath (if possible)
 - Exterior: Inside edges (under lid) or washer
 - Empty lint trap
 - Cobweb
 - Return air vents: in floor & up high
 - Ceiling fan
 - Light fixtures: Cobweb, take down to wash as needed
 - Blinds
 - Windowsills, exposed window tracks
 - Light switch plates & outlet covers
 - Doors & doorframes: wipe down both sides and all molding
 - Walls: spot clean for large scuffs, spots and dirt. *Detailed wall cleaning only by request.*
 - Cabinets & drawers: inside, outside, shelves
 - Baseboards & molding
 - Countertops & backsplash

- Utility sink & fixtures
- Sliding glass doors: both sides of glass and exposed tracks
- Hot Water Heater/Pipes: cobweb & wipe down
- Floors: Carpet: Edge & vacuum. Hard %oors: sweep, mop, edge

Garbage/Trash

- Remove all waste, including ALL personal items left behind, from inside house/garage
 - Up to 2 garbage bags, left at nearest dumpster
 - If more than 2 bags of waste is present, (see haul off options)
 - Anything removed will be donated/disposed of unless otherwise instructed.
- An Orderly Home and Office will not be held responsible for any items removed from the property.*

Garage/Decks/Patios

- Sweep
- Cobweb: use a duster, broom or vacuum to knock down cobwebs
- Additional services not included, available upon request:
- Haul off: if a trailer is required for more than 4 bags of waste. Additional fees apply.
- Tops of cabinets
- Apply oil to wood
- Sweep out storage unit/shed

Comments:

Payment Agreement(s):

Our house cleaning and maid services are exceptional! We do our best to remedy any obvious oversights.

All services are billed hourly (per cleaner per hour). \$25 X 8 hrs = \$200. A deposit of \$150 (per cleaner) is required on any move in/ move outs and deep cleanings. The cleaning services will be inspected by you the same day that service is provided and any amount due will be paid by cash or check (same day).

_____ (Signature Required) ____/____/2012

Land Lord Property Manager Other _____

\$_____ received by _____ (Initial)



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Change Order Request # _____

I, the owner, landlord, or property manager has special request(s) -- see below. I am requesting additional services that I have mentioned below. Additional services will be billed by the hour (per cleaner per hour) so you get only as much or as little cleaning as the property needs.

_____ (Signature Required) Date: ____/____/2012

Land Lord / Owner Property Manager

