****

**HOME CONCIERGE CLEANING**

**You deserve a Home Concierge Service Cleaner to make your life easier. You deserve professional house cleaning.**

**Home Cleaning Services will provide:**

**Hardworking**

First and foremost, you need a clean house. We will make sure you’re comfortable and we will put in the time and energy necessary for a polished home cleaning.

**Trustworthy**  
Often, you’ll be leaving you home unprotected when we come by. The hallmark of an expert Home Concierge Service employee is the commitment to professional, trustworthy conduct. It is our responsibility to have a deep level of trust with you.

**Attentive**  
If you provide clear instruction, we will pay attention! We know you want to ensure that, if you’re paying for cleaning, we’re committed to reaching every last corner and crevice.

**Loyal**  
There will be times when you need something cleaned last minute. Our loyal employees won’t think twice about this, so long as we are free to do so.

**Flexible**  
Life is never as planned. We are the ones who will make every effort to help you and your family succeed.

**Caring**

We care for your home as if it were our own. We treat every client like family, with respect and a passion to help in any way we can.

**CLEANING CHECKLIST ROOM BY ROOM**

**(D) Daily cleaning (W) Weekly cleaning (B) Bi-Weekly Cleaning**

**(M) Monthly cleaning**

**Bathroom cleaning check list**

* Floors scrubbed and detail cleaned
* Tile grouting scrubbed
* Baseboards hand cleaned
* Door knobs are detail polished and disinfected
* Wall plates, light fixtures, vents, and door frames spot cleaned
* Mildew on the walls spot cleaned
* Shower doors cleaned and shined
* Shower door and tracks given extra attention
* Shower caddies and contents hand cleaned
* Doors hand wiped
* Knickknacks individually cleaned
* Fronts of cabinets hand wiped
* Baseboards hand wiped
* Faucets, sinks, and drains tooth-brushed cleaned
* Tile walls, bathtubs, and showers cleaned
* Bathmats cleaned
* Vanity cleaned
* Mirrors and chrome fixtures cleaned and shined
* Lights dusted and cleaned
* Toilets thoroughly cleaned
* All windows cleaned and shined from inside
* Window sills, ledges, and blinds dusted
* Window sills, ledges, and blinds hand washed
* Clean inside windows
* Vacuum & clean under throw rugs
* Throw rugs shaken and vacuumed
* Fluff and fold towels
* Children bathrooms animal towels will be left upon request
* Wash, Dry, Fold, and put away any Bathroom Laundry
* Organize linen closet or cabinets upon request
* Replace toilet paper as needed
* Replace Hand Soap as needed
* Replace Shampoo & Conditioner as needed
* Replace Body soap as needed
* Cobwebs removed
* Waste basket emptied
* Waste basket disinfected and cleaned
* Any other specific needs of homeowner for their home are greatly achieved upon request.
* Please list anything you would like NOT touched.

**Living areas check list**

(**Family rooms, basements, dining rooms, offices, stairs, hallways, etc.)**

* All floors vacuumed and/or mopped and detail cleaned
* Carpet edges vacuumed
* Vacuum and clean under area rugs
* Area rugs vacuumed
* Carpet Shampoo Rugs (Additional Charge)
* Baseboards hand cleaned
* Door knobs are detail polished and disinfected
* Doors hand wiped
* Spot clean walls
* All windows cleaned and shined from inside
* Window sills and ledges, and blinds dusted
* Window sills, ledges, and blinds hand wash
* Clean inside windows
* Furniture surfaces hand wiped
* Lights dusted and cleaned
* Pictures and decorations individually hand cleaned
* Furniture and upholstery vacuumed
* Upholstery Shampoo Cleaning (Additional Charge)
* Clean underneath/behind light movable furniture
* Books and magazines neatly organized
* Wash Faceplates, door knobs, and light fixtures
* Shelves dusted
* Cobwebs removed
* Ceiling Fans dusted
* Stairs vacuumed and/or hand cleaned
* Hallways vacuumed and/or detail cleaned (mopped)
* Closet floors vacuumed
* Intricate items dusted
* Vacuum & fluff pillows
* Vacuum Drapes
* Electronics dry dusted (will not use any product of electronics)
* Stairs vacuumed or detailed cleaned (mopped and hand wiped)
* Vacuum vet covers
* Clean inside fireplace (sweep out only)
* Wastebaskets emptied
* Wastebaskets disinfected and cleaned
* Any other specific needs of homeowner for their home are greatly achieved upon request.
* Please list anything you would like NOT touched:

**Kitchen Areas check list**

* Floors vacuumed and/or scrubbed and detail cleaned (mopped)
* Vacuum & Clean under area rugs
* Vacuum area rugs
* Tile grouting scrubbed (floors and walls)
* Baseboards hand wiped
* All windows cleaned and shined from inside
* Window sills, ledges, and blinds dusted
* Window sills, ledges, and blinds hand wash
* Clean inside windows
* Door knobs are detail polished and disinfected
* Doors hand wiped
* Walls spot cleaned
* All kitchen furniture detail hand wiped
* All Furniture and upholstery vacuumed
* All windows are cleaned from inside
* Kitchen cabinet doors and handles detail hand wiped and shined
* Kitchen cabinets cleaned inside, disinfected, and organized
* Rage hood cleaned inside out
* Microwave cleaned and disinfected inside, outside, and underneath
* Oven exterior and stove top cleaned and shined
* Oven interior cleaned out
* Refrigerator outside and top cleaned and shined
* Refrigerator inside cleaned, disinfected, and organized
* Refrigerator unplugged and cleaned in back and underneath, clean refrigerator coils
* Freezer inside cleaned, disinfected, and organized
* Kitchen pantry cleaned, disinfected, and organized
* Hand wash dishes
* Dishwasher outside cleaned and shined
* Load and/or unload dishwasher
* Counter tops cleaned, disinfected, and shined (Please indicate counter material\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
* Sinks cleaned, disinfected, and shined
* Window sills and ledges, and blinds dusted
* Window sills, ledges, and blinds hand wash
* Lights dusted and cleaned
* Clean beneath and behind any light weight furniture
* Cobwebs removed
* Wash, Dry, Fold, and put away any Kitchen Laundry
* Vacuum vent covers
* Empty garbage and recycle
* Garbage and recycle kitchen container disinfected and cleaned
* Replace Dishwashing Detergent as needed
* Replace Hand and Dish Soap as needed
* Replace napkins as needed
* Replace paper towels as needed
* Replace Garbage bags as needed
* **I will stand on step stools to clean! Please provide the step stool.**
* Any other specific needs of homeowner for their home are greatly achieved upon request.
* Please list anything you would like NOT touched.

**Bedroom Areas Check List**

* Bed linens changed and make up beds (List if any bedrooms do not need to be touched.)
* Bed linens that are changed wash and fold and put away
* Make up Beds (No need to change linens)
* Fluff Pillows
* Spray Lavender Linen spray on pillows or leave by bedside for a great relaxing night sleep!
* Bed turn down service if you arrive late
* Vacuum Mattresses
* Vacuum under bed
* Lamps cleaned and lampshades dusted
* Ceiling fans dusted
* Floors vacuumed and/or washed
* Vacuum and clean under area rugs
* Vacuum area rugs
* Carpet Shampoo Cleaning (Additional Charge)
* Baseboards hand washed
* Window sills, ledges, and blinds dusted
* Window sills, ledges, and blinds hand washed
* Clean inside windows
* Vacuum drapes
* Door knobs are detail polished and disinfected
* Doors hand wiped
* All furniture detail hand wiped
* All Furniture and upholstery vacuumed
* Upholstery Furniture Shampoo cleaned (additional charge)
* All windows cleaned & shined from inside
* Closet doors hand cleaned
* Vacuum closet floors
* Clean and Organize any closets or dresser draws
* Vacuum vent covers
* Pictures and decorations individually hand cleaned
* Clean underneath/behind light movable furniture
* Books and magazines neatly organized
* Mirrors cleaned and shined
* Walls spot clean
* Cobwebs removed
* Empty wastebaskets
* Wastebaskets disinfected and cleaned
* Wash, Dry, fold, or hang any bedroom cloths or linens
* Any other specific needs of homeowner for their home are greatly achieved upon request.
* Please list anything you wish NOT touched.

**Laundry Room check list**

* Washer and Dryer top, front, and sides disinfected and hand cleaned if accessible
* Lint covers cleaned out in dryer
* Laundry Sink cleaned and disinfected
* Floors Vacuumed and or/ detailed cleaned
* Vacuum vent covers
* Counters/Shelves disinfected and hand cleaned and organized
* Cabinet doors hand cleaned
* Cabinets cleaned inside and organized
* Doors & door frames hand wiped
* Door knobs are detail polished and disinfected
* Baseboards hand wiped
* Window sills, ledges, and blinds dusted
* Window sills, ledges, and blinds hand washed
* Clean inside windows
* Lights dusted and cleaned
* Cobwebs removed
* Walls spot cleaned
* Wastebaskets emptied
* Wastebaskets disinfected and cleaned
* Replace Laundry Detergents, Fabric sheets as needed
* Wash, dry, fold, or hang any laundry and put away (You must provide your choice of laundry Detergent with any special instructions.)
* Indicate anything you want washed and hung dry
* Any other specific needs of homeowner for their home are greatly achieved upon request.
* Please list anything you would like NOT touched:

**Patios and Decks Checklist**

* Sweep and clean
* Power wash deck
* Power wash outdoor furniture
* Hose down everything
* Water Flowers
* Fill Bird Feeders
* Cobwebs removed
* Clean any outdoor furniture
* Put out outdoor furniture cushions
* Put away outdoor furniture cushions
* Replace Propane tanks for BBQ
* Stock firewood for bon fires
* Test Hot Tub Chemicals
* Adjust Hot Tub Chemicals as needed
* Burn and clean off grill grates
* Clean out Coolers
* Any other specific needs of homeowner for their home are greatly achieved upon request.

**Your Best Friends check list**

* Dog or Cats eating areas and bowls disinfected and cleaned
* Toys organized
* Vacuum and fluff any pet beds
* Clean and disinfect litter box, replace with clean litter that you provide
* Feed Cat or Dog and provide fresh water
* Shop for cat or dog food (I can pick up food at local grocery store or Brandt’s Old Fashion Emporium.)
* Walk your pet
* Any other specific needs of homeowner for their home are greatly achieved upon request.

**Beach Ready checklist**

* Stock any Beach coolers with food, drinks, & ice
* Have beach bag with plates, napkins, cups, utensils, Koozies for can or bottled drinks, bottle & wine opener & garbage bags.
* Have beach bag ready with towels, suntan lotion, sun glasses, speaker for music, books, & magazines.
* Set up on beach or get ready beach chairs, umbrellas, & tables
* Blow up any floats
* Get together all beach toys and games
* Clean and put away any beach items left out
* Hose anything down from beach
* Wash beach towels and suits
* Any other specific needs of homeowner for their home are greatly achieved upon request.

**Misc. checklist**

* Get gas for golf carts or small wave runners (Provide what type is needed and container)
* Take out garbage or recycle cans on pick up day if you aren’t in town. (Provide us with day of pick up)
* Return garbage and recycle cans to home after pick up.
* Collect Mail and Newspapers
* Make sure doors, windows, & security system closed, locked, and set
* Any other specific needs of homeowner for their home are greatly achieved upon request.