

Initial Inspection

- ☐ Visual inspection of all areas prior to cleaning
- ☐ Document and report any damage, pet waste, or cleaning concerns
- ☐ Submit photos/videos of areas before to add to Checklist and especially damages requiring approval

Kitchen & Pantry

- ☐ General organization (dishes, towels, utensils)
- ☐ Dust/cobwebs removed from fans, light fixtures, ceiling
- ☐ Exterior of cabinets and handles scrubbed
- ☐ Vents and returns wiped
- ☐ Dust removed from surfaces, door frames, windows
- ☐ Switches and plugs cleaned
- ☐ Microwave cleaned (inside and outside)
- ☐ Exterior of oven and fridge/freezer detailed
- ☐ Small appliances wiped
- ☐ Garbage drawers cleaned and vacuumed
- ☐ Furniture wiped with Branch Basics
- ☐ Baseboards dusted
- ☐ Sink cleaned and polished with Branch Basics
- ☐ Dishes hand-washed or loaded into dishwasher
- ☐ Floor vacuumed and mopped with Sal Suds
- ☐ Trash removed
- ☐ Move-In Only: Interior of fridge/freezer detailed
- ☐ Move-In Only: Drawers vacuumed for crumbs/spices
- ☐ Initial Clean or Upon Request: Interior of oven detailed

Living Areas

- ☐ General organization (shoes, toys, blankets, pillows)
- ☐ Dust/cobwebs removed from fixtures, fans, ceiling
- ☐ Surfaces, door frames, windows wiped with Branch Basics
- ☐ Switches and plugs cleaned with Branch Basics
- ☐ Glass and mirrors cleaned with Branch Basics
- ☐ Furniture dusted (top, beneath, front)
- ☐ Baseboards dusted
- ☐ Vents and returns dusted
- ☐ Upholstered furniture vacuumed
- ☐ Rugs and runners vacuumed
- ☐ Stairs dusted and vacuumed/mopped
- ☐ Floors vacuumed/mopped with Sal Suds
- ☐ Trash removed

Final Inspection

- ☐ Payment received (cash or check, if applicable)
- ☐ Cups and water bottles removed from rooms
- ☐ All lights turned off
- ☐ Doors closed and secured
- ☐ All work verified by Lead
- ☐ Cleaning team confirmed completion

Bathrooms

- ☐ General organization (towels, robes, amenities)
- ☐ Dust/cobwebs removed from fixtures, fans, ceiling
- ☐ Surfaces, doors, window frames wiped
- ☐ Vents and returns wiped
- ☐ Vanity lights and mirror cleaned with Branch Basics
- ☐ Switches and plugs cleaned with Branch Basics
- ☐ Baseboards dusted
- ☐ Toilet cleaned (inside/outside with disposable wipes)
- ☐ Sink and faucet scrubbed
- ☐ Shower/tub scrubbed with Soft Scrub, Dawn
- ☐ Trash removed

Bedrooms

- ☐ General organization (clothing folded, shoes organized)
- ☐ Dust/cobwebs removed from fixtures, fans, ceiling
- ☐ Surfaces, door frames, windows wiped with Branch Basics
- ☐ Switches and plugs cleaned with Branch Basics
- ☐ Glass and mirrors cleaned with Branch Basics
- ☐ Furniture dusted (top, beneath, front)
- ☐ Bed frame vacuumed/dusted
- ☐ Bed made or linens changed (if provided)
- ☐ Baseboards dusted
- ☐ Vents and returns dusted
- ☐ Floor vacuumed/mopped (under bed if accessible) with Sal Suds
- ☐ Trash removed