

GREEN & IVY MOVE IN / OUT CHECKLIST

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Job form name
Green & Ivy Move In / Out Checklist

General

Did you take before pictures and upload into a note in Jobber?

Choose an option



Did you take after pictures and upload into a note in Jobber?

Choose an option



Was there anything that still needs attention, or that was not cleaned? Please use this space for additional notes.



Add:

All Areas

☐ Base and floor boards - wipe clean


















☐ Blinds and shutters - dust or wipe clean



☐ Cabinets and drawers - clean inside



- ☐ Cabinets and drawers - wipe clean outside 
- ☐ Ceiling fans - wipe clean 
- ☐ Ceilings and walls - dust with large brush 
- ☐ Closets - remove cobwebs, clean floors 
- ☐ Cobweb removal from ceiling and walls 
- ☐ Door hinges and hardward - wipe clean 
- ☐ Door tops and detail - wipe clean 
- ☐ Electrical plates and lightswitches - wipe clean 
- ☐ Fireplace - Remove ashes 
- ☐ Fireplace screen - vacuum brush and wipe clean 
- ☐ Floor corners - vacuum brush 
- ☐ Floors - Steam mop hard floors 
- ☐ Floors, rugs, and under edge of large rugs - vacuum 
- ☐ Glass doors - clean all 
- ☐ Heater and wall and ceiling vents - vacuum brush all 

- ☐ Light fixtures - wipe clean
- ☐ Mirrors clean with rubbing alcohol
- ☐ Shelves - Remove all items, dust and wipe clean before replacing items
- ☐ Stainless steel - clean with olive oil
- ☐ Trash removal
- ☐ Under furniture with clearance - vacuum and steam mop
- ☐ Wall hangings and hardware - wipe clean
- ☐ Vents and wall heaters - vacuum brush and wipe down
- ☐ Walls - wipe clean
- ☐ Window and door tracks - vacuum brush
- ☐ Window and security door screens - vacuum brush
- ☐ Window sills - wipe clean
- ☐ Windows - clean inside (reachable windows)
- ☐ Windows - clean outside (reachable windows)

Did you complete anything that is not included in this section?

Add:

Bathroom

of bathrooms cleaned:



☐ Bathtub & shower - scrub clean



☐ Medicine cabinet - wipe inside & top



☐ Mirrors & wall decor - clean all



☐ Shower door tracks - wipe clean & scrub if needed



☐ Shower doors - remove all hard water stains then squeegee & wipe dry



☐ Sink & faucet - scrub clean including back splash



☐ Soilet - scrub & wipe clean inside, outside, top, base & behind



Did you complete anything that is not included in this section?



Add:

Kitchen

of cabinets cleaned:



of drawers cleaned:



☐ Cabinets - wipe clean / degrease tops of all cabinets



☐ Cabinets and drawers - Clean inside and outside of all



☐ Dishwasher - wipe clean, outside, inside, and unload clean dishes



☐ Floors - vacuum brush under all cabinets and corners



☐ Microwave - wipe clean, outside, inside, glass spinning tray



☐ Oven - deep clean inside and outside



☐ Oven - pull out and clean behind, under, sides, and all areas



☐ Refridgerator & freezer - deep clean inside and outside, including rubber seal and bottom vent



☐ Refridgerator - pull out and clean behind, under, sides, and all areas



☐ Sink and faucet - scrub clean



☐ Stove hood - clean underneath if greasy or food spots



☐ Stove hood metal filters - clean with a degreaser if needed

☐ Stove top - remove grates and knobs clean all including stove surface

Did you complete anything that is not included in this section?

Add:

Outside

☐ Porches, patios and yards - sweep and/or hose down cement

Did you complete anything that is not included in this section?

Add:

Laundry Area

☐ Laundry machines - wipe clean tops, sides, inside lid, and outsides

Did you complete anything that is not included in this section?

Add:

☐ Automatically attach to new jobs