

GREEN & IVY REGULAR MAINTENANCE CHECKLIST


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Job form name


Green & Ivy Regular Maintenance Checklist

Bathroom


☐ bathtub & shower - scrub then wipe clean




☐ mirrors & wall decor - clean all




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



☐ Sink & Faucet - scrub then wipe clean




☐ toilet - clean inside, outside, base and behind`




Add:

Kitchen


☐ floors - vacuum brush under all cabinets




☐ microwave - inside, outside, glass tray & plastic cover



☐ refrigerator - clean outside, inside bottom ledge & top then polish with olive oil if stainless steel



☐ sink & faucet - scrub clean





☐ sink & stove back splash - wipe clean



☐ stove hood - wipe clean



Add:

All Areas

☐ base & floor boards - vacuum brush



☐ blinds & shutters - dust & wipe clean



☐ cabinets & drawers - spot clean & disinfect all handles



☐ ceiling fans - dust



☐ cobwebs - remove from walls & ceilings



☐ door tops & details - wipe down



☐ electrical plates & light switches - wipe down & disinfect



☐ floors - vacuum all hard & carpeted surfaces, rugs, under edges of large area rugs & corners



☐ floors - steam mop all hard surfaces





☐ furniture - vacuum all cloth furniture, fluff all pillows & fold all blankets



- ☐ furniture - wipe clean & disinfect all hard surfaces, wipe clean all table & chair legs 
- ☐ glass doors - clean inside & outside 
- ☐ mirrors - clean with rubbing alcohol 
- ☐ stainless steel - clean with olive oil 
- ☐ trash cans - wipe down & replace liners 
- ☐ trash removal - place in proper garbage & recycling receptacle, make sure area is clean & tidy 
- ☐ under furniture with clearance - vacuum and steam mop 
- ☐ windows & door tracks - vacuum brush 
- ☐ window sills - wipe clean 
- ☐ windows - spot clean for finger prints & pet marks 
- ☐ wipe down & dust - electronics & lamps beneath & behind 

Add:

## Laundry Area

- ☐ drier - empty lint trap, wipe clean inside, outside & top 
- ☐ washer - wipe clean inside, outside, top, rubber seal & soap tray 

Add:

Notes

Please list any additional tasks that you completed that are not on this list. Also, how many bathrooms and bedrooms were cleaned? Anything that needs attention next time? Any additional notes from client?



Add:

✓ Automatically attach to new jobs