

# Personalized Cleaning List for \_\_\_\_\_

Please use this form to provide us with a starting point for your hourly service.

Mark in alphabetical order corresponding to the order you want rooms done.

Mark in numerical order to correspond the order you wish for us to perform services.



## All Rooms (Todos Cuartos)

Indicate order for rooms alphabetically:

\_\_\_\_ Living Room (sala),                      \_\_\_\_ Bedroom B (Recamara B),  
\_\_\_\_ Master Bedroom (recamara principal),      \_\_\_\_ Bedroom C (Recamara C),  
\_\_\_\_ Bedroom A (recamara A),                      \_\_\_\_ Other/Otro

**Dust Sills, Ledges & Wall Hangings** - Sacudir tablas de ventanas, repisa, y decoraciones de la pared

**Pick Up & Straighten** - Enderezar y recoger

**Make Beds , Change Linens (if left on bed)** - Hacer la cama, cambiar sábanas

**Dust & Clean Furniture** - Sacudir y limpiar los muebles

**Sweep and Mop all house floors** - Barrer y trapear todos los piso

**Vacuum Carpet** - Aspira la alfombra

**Empty Wastebaskets** - Sacar basura

**Clean Outside Entry of Home** - Limpiar la entrada de la casa por fuera

**Dust & Clean Ceiling Fans** - Limpiar los abanicos del techo

**Dust Baseboards** - Sacudir las tablas/marcos

**Dust Or Wipe All Mini-blinds** - Sacudir o trapear las persianas

**Vacuum Furniture** - Aspira los muebles

**Window Cleaning (Inside only)** - Limpiar ventanas (por dentro)

**Dust Air Vents** - Limpiar Ventiladores de aire

**Spot Clean Walls** - Limpiar/quitar todas las manchas de la pared

**Polish Furniture** - Sacar lustre a muebles

**Remove Cobwebs** - Quitar telarañas

**Clean Book Shelves** - Limpiar libreros

**Roll Up Area Rugs to Clean Beneath** - Levantar carpetas chicas para limpiar por abajo

**Move Small Furniture to clean (Under 25 lbs.)** - Mover los Muebles Para limpiar abajo (menos de 25 lbs)

Additional Service Request:

## Bathroom (Bano)

Indicate order for bathrooms alphabetically:

\_\_\_\_ Master Bathroom bano principal),      \_\_\_\_ Bathroom C (Bano C),  
\_\_\_\_ Bathroom A (Bano A),                      \_\_\_\_ Bathroom D (Bano D),  
\_\_\_\_ Bathroom B (Bano B),                      \_\_\_\_ Other/Otro

**Clean & Disinfect Toilets, Tubs & Showers** - Limpiar y desinfectar toilettes, bañera y regadera

**Clean Sinks & Countertops** - Limpiar lavamanos y gabinetes

**Clean Mirrors & Polish Chrome** - Limpiar espejo y pulir cromo

**Change towels (if left out)** - Cambiar las toallas

**Clean all cabinets (In/Out/Both)** - Limpiar todos los gabinetes (Dentro/fuera/Los Dos)

## \_\_\_\_ KITCHEN (Cocina)

**Clean & Sanitize Sinks** - Limpiar y esterilizar el lava-trastes

**Wipe down Countertops & surfaces** - Limpiar mostrador y limpiar superficies

**Clean appliances exteriors** - Limpiar exterior de los electrodomésticos

**Load the dishwasher (must be empty)** - Poner todo en maquina de lavatrastos (llenar solamente)

**Clean Inside Microwave** - Limpiar adentro del microondas

**Deep Clean Oven & Stove (In/Out/Both)** - Limpieza Profunda horno y estufa (Dentro/fuera/Los Dos)

**Deep Clean Refrigerator (In/Out/Both)** - Limpieza Profunda refrigerador (Dentro/fuera/Los Dos)

**Clean All Cabinets & Pantry (In/Out/Both)** - Limpiar gabinetes y despensa (Dentro/fuera/Los Dos)

**Clean Exhaust Fan & Hood** - Limpiar abanico y campana

## OTHER (Otras Cosas)

**Clean Patio/Balcony** - Limpiar Patio/Balcony

**Hand Wash dishes** - Lavar a mano trastes

**Fold & Organize Clean Laundry** - Doblar y organizer Ropa limpia  
\*We do not do laundry (Washing/Drying)

\*Place list on counter/give to cleaner upon arrival. Once all assigned items on list are completed cleaner will exit home, frame is complete. \*

even if it is before time