

# Finishing Touch Total Home Services

Client :	Address:		
Date:	Time In:	Time Out:	
Crew:			

<b>Kitchens</b>	<b>1</b>	<b>2</b>	<b>Notes</b>	<b>Verify</b>
Dishes/ Load dishwasher stove parts				
Stove and drip pans scrubbed				
Microwave cleaned (inside and out)				
Countertops				
Spot clean cabinet exteriors				
Refrigerator front and top dusted				
Dishwasher unload/ front & inside door				
Wipe off table and chairs				
Floors mopped				
Baseboards wiped				
Sinks Final wipe out				
Wastebaskets emptied				
Notes:				

<b>Bathrooms</b>	<b>Master</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Notes</b>	<b>Verify</b>
Wastebaskets emptied						
Tub, shower, and tiles scrubbed						
Clean toilet, floor and walls surrounding						
Light fixtures dusted						
Mirrors cleaned						
Countertop and backsplashes cleaned						
Fixtures cleaned and polished						
Spot clean cabinet exteriors						
Sinks						
Spot clean walls/ baseboards						
Floors mopped/ vacuumed if needed						
Rugs						
Notes:						

<b>Bedrooms</b>	<b>Master</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Verify</b>
Change linens/ make bed						
Dusting						
Window sills						
Wastebaskets emptied						
Vacuum						

<b>Bedroom Notes:</b>	

<b>General Areas</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>Notes</b>	<b>Verify</b>
Cobwebs removed					
Light fixtures dusted					
Ceiling fans dusted					
Blinds, window sills dusted					
Furniture dusted and polished/ pictures					
Molding and woodwork dusted					
Baseboards wiped					
Floors vacuumed/ mopped					
Stairs vacuumed					
Wastebaskets emptied					
Spot clean walls/ light switch plates					
Door jams / knobs					
Notes:					

<b>Laundry Room</b>	<b>1</b>	<b>Notes</b>	<b>Verify</b>
Dusting			
Window sills/ blinds			
Washing Machine			
Dryer/ empty lint filter (vacuum)			
Sinks/ empty trash			
Floors vac/ mop			
Notes:			

<b>Office</b>	<b>1</b>	<b>2</b>	<b>Notes</b>	<b>Verify</b>
Dusting/ desk, book shelves, pictures				
Window sills				
Empty trash/ shredder				
Vacuum				
Notes:				

<b>Special cleaning as requested if needed</b>	<b>Initial</b>	<b>Notes</b>	<b>Verify</b>