



Toby Cooper
09/06/2026, 12:34 | America/Regina

#76

This form serves as a comprehensive checklist for **Residential Maintenance Clean**, ensuring all key areas are addressed during the cleaning process.

Please review each section carefully and mark the tasks as completed where applicable. This form is designed to guide cleaners through a thorough and systematic approach to maintaining residential properties. All subject to time allowance.

Client name: **Test Client**

1. WALK THROUGH: **Completed**

Review focus areas: **Completed**

Put on booties & gloves: **Completed**

Assess each room and prioritise time per room to cover: **Completed**

REMEMBER TO PHOTOGRAPH ANY DAMAGE OR CONCERNS: **Completed**

3. LIVING ROOM: **Decor dusted**

Hard surfaces wet wiped

Furniture vacuumed

Doors & walls spot wiped

Light fixtures/fans dusted (within reach)

Floors vacuumed and/or mopped

Baseboards vacuumed

[we only move furniture if safe to do so]

Living room notes: **(Insert any relevant commentary)**

4. LAUNDRY ROOM: Washer seals sanitized, exterior polished

Dryer lint trap cleaned, exterior polished

Doors and walls spot wiped

Trash emptied

Floors vacuumed and mopped

Baseboards vacuumed (scrubbing is an extra charge)

Laundry room notes: **(Insert any relevant commentary)**

5. STAIRS & HALLWAYS: Damp dust stairways (hard floor)

Vacuum stairs (carpeted)

Sanitize handrail

Damp dust spindles and bases if necessary

Make notes and photograph any damage or concerns

Damp dust picture frames

Stairs & hall way notes: **(Insert any relevant commentary)**

2. BATHROOMS: Sink cleaned & sanitized

Toilet cleaned & sanitized

Bath/shower cleaned and sanitized

Counter tops cleaned & sanitized

Cabinets spot wiped

Window sills wiped

Clean mirrors & glass

Chrome work cleaned & shined

Empty garbage & bin sanitized

Floors cleaned

Baseboards wiped

Doors wiped

Handles disinfected

Empty garbage & replace bin liner

Bathroom notes: **(Insert any relevant commentary)**

6. BEDROOMS: General tidy up, make up beds if time allows

Glass cleaned

Upper surfaces dusted

Lower surfaces, vacuumed or mopped

Baseboards vacuumed (scrubbing is an extra charge)

Rugs vacuumed

Doors & walls spot wiped

Light fixtures & fans dusted (if within reach)

[furniture only moved if safe to do so]

Bedroom notes: (Insert any relevant commentary)

7. KITCHEN: General tidy

Wipe down back splashes

Appliance exteriors polished

Kick plates wiped

Wipe down & sanitize all counter surfaces

Floors mopped

Baseboards dusted (scrubbing/wiping baseboards is an extra charge)

Sink cleaned & polished

Hood fan cleaned

Stove top cleaned

Exterior cupboard surfaces & handles spot wiped

Microwave interior cleaned

Empty garbage wipe down with sanitizer

Kitchen notes: (Insert any relevant commentary)

Sign off from Home Detailer:

DISPLAY

Additional notes: **(Insert any relevant commentary, feedback on future visits or challenges)**

Pictures of concern or interest

Pictures of concern or interest

Pictures of concern or interest

Pictures of concern or interest

Pictures of concern or interest

Video of any concerns or interest:

For any inquiries or to re-book, please contact us:

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