



Toby Cooper  
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#6

This form serves as a comprehensive checklist for **Residential Move In/Out 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**

**2. BATHROOMS: Sink cleaned & sanitized**

**Toilet cleaned & sanitised (add toilet band)**

**Bath/shower cleaned and sanitized**

**Counter tops cleaned & sanitized**

**Cabinets cleaned - INSIDE & OUT**

**Window sills wiped**

**Clean mirrors & glass**

**Chrome work cleaned & shined**

**Empty garbage & bin sanitized**

**Floors cleaned & moped**

**Baseboards wiped**

**Doors wiped**

**Handles disinfected**

**Empty garbage & replace bin liner**

**Clean light fittings**

**Wipe walls of any "Cleanable" marks**

**3. LIVING ROOM: [we only move furniture if safe to do so]**

**Decor dusted**

**Hard surfaces wet wiped**

**Furniture vacuumed (if in the house)**

**Doors & walls cleaned**

**Light fixtures/fans dusted (within reach)**

**Floors vacuumed and/or mopped**

**Baseboards cleaned**

**Window sills wet wiped**

**Blinds lightly dusted (only if safe to do so)**

**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 cleaned**

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

**Vacuum stairs (carpeted)**

**Sanitize handrail**

**Wet wipe spindles and bases if necessary**

**Damp dust picture frames**

**Wet wipe walls for any "Cleanable" marks**

**6. BEDROOMS: [furniture only moved if safe to do so]**

**Glass cleaned**

**Upper surfaces dusted**

**Lower surfaces, vacuumed or mopped**

**Baseboards cleaned**

**Rugs vacuumed**

**Doors & walls spot wiped**

**Light fixtures & fans dusted (if within reach)**

## **7. KITCHEN: Dust light fittings**

**Clean tops of cupboards**

**Hood fan cleaned**

**Wipe down back splashes**

**Appliance exteriors cleaned & polished**

**Appliance interiors cleaned & polished**

**Kick plates wiped**

**Wipe down & sanitise all counter surfaces**

**Baseboards dusted (wet wipe if necessary)**

**Sink cleaned & polished**

**Interior of stove (oven) cleaned**

**Stove top cleaned**

**Interior of cupboards cleaned**

**Wipe walls of any "cleanable" marks**

**Exterior cupboard surfaces & handles cleaned**

**Floors mopped**

**Empty garbage wipe down with sanitiser**

## **8. FINAL CHECK: [Final walk through - check lighting and perspectives]**

**check floors for cleanliness**

**check door frames & picture frames damp dust**

**add sanitary strips to the toilets**

**doors to bathrooms & bedrooms are shut**

**check walls for finger prints**

**check doors for finger prints (including front and back doors)**

**check you have all your kit loaded to leave**

**vacuum or mop your way out of the home**

**make sure the home is secure**

Sign off from Home Detailer:

DISPLAY

Additional notes: **(Insert any relevant commentary, concerns about un removable marks, any noticed damage or suggestions**

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

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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