

CLEANING WORKSHEET

DURING EACH CLEANING, OUR GOAL IS TO ADDRESS ALL MAINTENANCE TASKS WHILE GRADUALLY ADDRESSING DEEP CLEANING TASKS ACROSS MULTIPLE VISITS.

BEDROOMS

MAINTENANCE CLEAN

	Primary	Bedroom 2	Bedroom 3	Bedroom 4	Bedroom 5	Bedroom 6
Wipe down furniture	☐	☐	☐	☐	☐	☐
Clean light switch plates	☐	☐	☐	☐	☐	☐
Clean doors & frames	☐	☐	☐	☐	☐	☐
Clean mirrors	☐	☐	☐	☐	☐	☐
Dust ceilings & baseboards	☐	☐	☐	☐	☐	☐
Dust blinds and windowsills	☐	☐	☐	☐	☐	☐
Dust light fixtures, picture frames, decor, and shelving	☐	☐	☐	☐	☐	☐
Spot clean walls	☐	☐	☐	☐	☐	☐
Spot clean windows	☐	☐	☐	☐	☐	☐
Vacuum and mop floors	☐	☐	☐	☐	☐	☐
Garbage removed	☐	☐	☐	☐	☐	☐
Beds made/linens changed	☐	☐	☐	☐	☐	☐
<u>DEEP CLEAN</u>						
Clean inside windows	☐	☐	☐	☐	☐	☐
Wipe down light fixtures	☐	☐	☐	☐	☐	☐
Wet wipe blinds	☐	☐	☐	☐	☐	☐
Wet wipe baseboards	☐	☐	☐	☐	☐	☐
Clean ceiling fans	☐	☐	☐	☐	☐	☐
Vacuum and wipe down furniture	☐	☐	☐	☐	☐	☐
<u>MOVE IN/OUT/EXTRAS</u>						
Remaining trash removed	☐	☐	☐	☐	☐	☐
Clean inside cabinets & drawers	☐	☐	☐	☐	☐	☐
Steam window tracks	☐	☐	☐	☐	☐	☐

LIVING SPACES

MAINTENANCE CLEAN

	Dining Room	Family Room	Office/Study	Hallways	Entrances	Laundry
Wipe down tables	☐	☐	☐	☐	☐	☐
Clean light switch plates	☐	☐	☐	☐	☐	☐
Clean doors & frames	☐	☐	☐	☐	☐	☐
Clean mirrors	☐	☐	☐	☐	☐	☐
Dust ceilings & baseboards	☐	☐	☐	☐	☐	☐
Dust blinds and windowsills	☐	☐	☐	☐	☐	☐
Dust light fixtures, picture frames, decor, and shelving	☐	☐	☐	☐	☐	☐
Spot clean walls	☐	☐	☐	☐	☐	☐
Spot clean windows	☐	☐	☐	☐	☐	☐
Vacuum and mop floors	☐	☐	☐	☐	☐	☐
Garbage removed	☐	☐	☐	☐	☐	☐
<u>DEEP CLEAN</u>						
Clean inside windows	☐	☐	☐	☐	☐	☐
Wipe down light fixtures	☐	☐	☐	☐	☐	☐
Wet wipe blinds	☐	☐	☐	☐	☐	☐
Wet wipe baseboards	☐	☐	☐	☐	☐	☐
Clean ceiling fans	☐	☐	☐	☐	☐	☐
Vacuum and wipe down furniture	☐	☐	☐	☐	☐	☐
<u>MOVE IN/OUT/EXTRAS</u>						
Remaining trash removed	☐	☐	☐	☐	☐	☐
Clean inside cabinets & drawers	☐	☐	☐	☐	☐	☐
Steam window tracks	☐	☐	☐	☐	☐	☐

BATHROOMS

MAINTENANCE CLEAN

	Primary	Bath 2	Bath 3	Bath 4	Bath 5	Bath 6	1/2 ba 1	1/2 ba 2	1/2 ba 3	1/2 ba 4
Sanitation of showers and bathtubs	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Sanitation of sinks and vanities	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Toilet cleaned	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Clean mirrors	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Clean light switch plates	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Clean doors & frames	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Wet wipe baseboards	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Dust ceilings	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Dust blinds and windowsills	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Spot clean walls	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Spot clean windows	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Vacuum and mop floors	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Garbage removed	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
<u>DEEP CLEAN</u>										
Clean inside windows	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Wipe down light fixtures	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Wet wipe blinds	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
<u>MOVE IN/OUT/EXTRAS</u>										
Remaining trash removed	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Clean inside cabinets & drawers	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Steam window tracks	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

KITCHEN

MAINTENANCE CLEAN

	K 1	K 2
Clean counters & backsplash	☐	☐
Wipe down all appliances	☐	☐
Clean microwave	☐	☐
Clean stove top	☐	☐
Clean sink	☐	☐
Wipe down cupboards	☐	☐
Clean tables and furniture	☐	☐
Clean light switch plates	☐	☐
Clean doors & frames	☐	☐
Dust baseboards	☐	☐
Dust light fixtures, decor, and shelving	☐	☐
Spot clean walls	☐	☐
Vacuum and mop floors	☐	☐
Garbage removed	☐	☐
<u>DEEP CLEAN</u>		
Clean inside windows	☐	☐
Wipe down light fixtures	☐	☐
Wet wipe blinds	☐	☐
Clean window tracks	☐	☐
Wet wipe baseboards	☐	☐
Clean ceiling fans	☐	☐
<u>MOVE IN/OUT/EXTRAS</u>		
Remaining trash removed	☐	☐
Clean inside cabinets & drawers	☐	☐
Clean hood range	☐	☐
Clean inside oven	☐	☐
Clean inside refrigerator	☐	☐
Steam window tracks	☐	☐



I _____ have sanitized all high touch areas in your home pertaining to this cleaning on this date: _____

Notes about this week (or next week's service):

FAQ'S

EXTRAS:

Extra services such as oven cleaning or refrigerator cleaning must be scheduled ahead of time. Please contact our office via call or email and our friendly customer service will be happy to assist.

WORK HOURS:

Our normal workdays are Monday through Friday 8:00am to 6:00pm. We do work from a schedule and recommend the same time and weekday for your cleaning to create consistency and convenience for us both.

ALARM SYSTEMS & KEYS:

It is not necessary to be home while we are there cleaning. If you have an alarm, make sure we have the key code so we can disarm the alarm when we arrive, and set it again when we leave. We kindly request that clients refrain from entrusting us with keys to their residences. We recommend alternative access methods such as installing a secure lock box, utilizing electronic locks, leaving the door unlocked on the scheduled cleaning day, or arranging for someone to be present at home during our service visits. We do charge a lockout fee if we have a confirmed appointment and can't get in.

RESCHEDULING:

Stuff is going to happen. At one point or another - for whatever reason, one of us is going to need to reschedule our cleaning. Communication is key. Call, text at 720-730-9202, or email to hello@lshsco.com as soon as you know there is a conflict and we'll do our best to reschedule your cleaning at the next earliest convenience. As long as we have a 48-hour notice, there will be no cancellation charge.

SICK POLICY:

If you or your children get sick with a contagious illness (i.e. the flue, a cold, pneumonia, chicken pox, etc.) please call and reschedule your cleaning. Even though we disinfect your house, it is possible that we might transport germs to the next house or become sick ourselves. And to be fair to all our customers we prefer to wait until you are well again. On our end, we may call in sick as well to protect you and your family.

SATISFACTION:

We aim to please. If for any reason, at any time you are not 100% complete satisfied, please call us immediately at 720-730-9202 and we will do everything in our power to resolve your concerns.

PAYMENT:

Payment is due at the time of service. The credit card on account will automatically be charged unless a check is selected as the preferred form of payment. Paying with a credit/debit card through Stripe is secure and leaves an electronic accounting trail for your records. Checks are also fine, and can be left on the kitchen counter.

THANK YOU FOR YOUR BUSINESS!



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Thank you for being part of our journey!*