

## Townhouse White Glove Cleaning Checklist

TH #: \_\_\_\_\_

**\*\*REMEMBER: Replace all light bulbs and smoke detector batteries.\*\***

### Kitchen (#1) Name: \_\_\_\_\_

- All food removed from fridge, freezer, and cupboards.
- Countertops scrubbed.
- Cabinet fronts, tops, and insides emptied and washed.
- Disposal flushed out (pour a little bleach down the drain).
- Dishwasher emptied and wiped clean on front and edges (run a cycle without dishes to remove excess food).
- Drawers washed inside and out.
- Fan above stove dusted and fan cover washed (do not remove).
- Freezer defrosted and washed (do not use sharp tools to remove frost).
- Fridge racks, drawers, behind drawers, shelves, and compartments cleaned.
- Outside and top of fridge washed, including side and handles.
- Underneath fridge swept and mopped, also vacuum grill on fridge.
- Light covers, switches, and outlets washed.
- Heating vents washed.
- Sink and chrome cleaned and polished.
- Clean out under sink.
- Wipe down washer and dryer, including floor in front and between machines.
- Empty cupboards/shelves above washer and dryer and wash clean.
- Toilet bowl in laundry room washed inside (no ring present).
- Toilet in laundry room washed outside, under seat, lid, around base, and on top of seat.
- Wipe down all baseboards in kitchen and laundry room.

### Kitchen (#2) Name: \_\_\_\_\_

- Walls cleaned (with special attention above stove and trash can).
- Chrome under and around burners washed clean.
- Stove top cleaned (lift up the range and scrub underneath burners).
- Oven drawer cleaned out.
- Outside of stove washed.
- Oven cleaned inside, including drip pans, racks, and door. (\*Self cleaning ovens take 5 hours to complete the cycle and you must wipe it out when it is finished and cooled.)
- Floor beneath stove swept and mopped.
- Floor swept and mopped in kitchen and laundry room (with special attention to the edges).
- Microwave cleaned inside, outside, and underneath.
- Clean kitchen window blinds (and laundry room, if applicable).
- Kitchen (and laundry room, if applicable) window sill and tracks washed.
- Kitchen windows (and laundry room, if applicable) cleaned and shined.
- Clean sink and shine faucet in laundry room.
- Clean mirror in laundry room with window cleaner.
- Wash and polish bar stools.
- Fan in laundry room dusted and fan cover washed (do not remove).
- Dust light fixtures in laundry room and replace light bulbs (if necessary).

### Bathroom and Vanity Name: \_\_\_\_\_

- Dust air vent in hallway.
- Dust baseboards in hallway and clean baseboards in bathroom, with special attention around toilet.
- Clean any mold on ceilings and walls
- Clean mirrors in hallway and bathroom with window cleaner.
- Door and door frame to bathroom cleaned (including top and both sides).
- Fan in bathroom dusted and fan cover washed (do not remove).
- Dust light fixtures and replace light bulbs in vanity and bathroom (if necessary).
- Floor swept and mopped, with special attention to the edges (watch for soap scum in front of tub).
- Light covers, switches, and outlets washed.
- Shower curtain washed and re-hung.
- Tub and chrome scrubbed and polished, hard water and soap scum free.
- Shower walls scrubbed, hard water, soap scum and mold free.
- Toilet bowl washed inside (no ring present).
- Toilet washed outside, under seat, lid, around base, and on top of seat.
- Towel racks cleaned and polished (if you have them).
- Vanity drawers emptied and wiped clean.
- Cupboards under sink and vanity in bathroom emptied and washed clean.
- Wash walls, with special attention to wall behind and to the side of toilet.
- Replace burnt out light bulbs in vanity and bathroom (with the correct bulbs).

### Living Room & Porch Name: \_\_\_\_\_

- All pictures and posters off the walls.
- Dust and polish TV stand, coffee table, and end tables.
- Vacuum under couch and loveseat.
- Vacuum couch and loveseat cushions.
- Clean in between and under couch and loveseat cushions.
- Carpet vacuumed along wall, in corners, and under furniture.
- Empty and vacuum storage closet under the stairs.
- Vacuum stairs and upstairs hallways.
- Light covers, switches, and outlets washed.
- Clean heating and air vents.
- Walls washed.
- Dust and wipe baseboards in the living room.
- Wash window sills and tracks.
- Dust blinds.
- Windows cleaned and shined.
- Clean out vacuum (DO NOT throw away filter – you will be charged for replacement).
- Wipe down front door, inside and out.
- Remove all clutter and garbage from front porch and under the stairs outside.
- Replace light bulbs (if necessary).
- Wipe off banister.
- Sweep and mop entry way floor.