

Lead name \_\_\_\_\_

Crew working \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

All projects must have employees initials checked off.

## Deep cleaning duties

- Deep cleaning bathrooms \_\_\_\_\_
- Deep kitchen \_\_\_\_\_
- Fans- \_\_\_\_\_
- Touch walls \_\_\_\_\_
- Light fixtures \_\_\_\_\_
- Window and door tracks \_\_\_\_\_
- Blinds \_\_\_\_\_
- Windows \_\_\_\_\_
- Vents \_\_\_\_\_
- Doors \_\_\_\_\_
- Light plugs and switches \_\_\_\_\_
- Baseboards- don't forget inside the closets \_\_\_\_\_
- High and low heavy dusting with high shine \_\_\_\_\_
- Vacuum, off any couches and clean underneath and inside \_\_\_\_\_
- Touch up picture glass frames \_\_\_\_\_
- Clean all banister and railings and stairs. \_\_\_\_\_
- Legs of tables and tools deep cleaned \_\_\_\_\_
- Carpet edging \_\_\_\_\_
- Perfect vacuum marks \_\_\_\_\_
- Deep scrub of all hard floors \_\_\_\_\_