

***Cleaning List Template***

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|  | **Clean the Oven** |

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|  | **Wash and Clean the Lamp Shades** |

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|  | **Sponge Clean Washable Upholstery** |

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|  | **Wash or Dry-Clean Slip Covers** |

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|  | **Launder or Dry Clean Pillows** |

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|  | **Launder or Dry Clean Comforters** |

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|  | **Wash Fabric Shades** |

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|  | **Empty and Clean Cabinets** |

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|  | **Scrub Tile Grout** |

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|  | **Wash and Dry Filter of the Stove Hood** |

**Every 6 to 12 Months**

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|  | **Professional Clean the Rugs** |

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|  | **Professionally Clean the Upholstery Every Year** |

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|  | **Professionally Clean the Carpets** |

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|  | **Professionally Clean Fabric Shades** |

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|  | **Touch Up Floors and Needed** |

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|  | **Wash the Walls** |

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|  | **Clean the Pantry Thoroughly** |

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|  | **Professionally Clean the Drapes Every 2 Year** |

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|  | **Others if Any** |

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|  | **Other if Any** |

**Every Year**

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|  | **Launder or Hand Wash the Curtains** |

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|  | **Wipe and Disinfect the Wastebaskets** |

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|  | **Wipe and Disinfect the Doorknobs** |

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|  | **Wipe and Dust Ceiling Fans** |

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|  | **Scrub Clean the Stove Burner** |

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|  | **Dust the Moldings** |

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|  | **Wipe Down Fronts of Kitchen Cabinets** |

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|  | **Clean Out the Drains** |

**Every 3 to 6 Months**

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|  | **Vacuum** |

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|  | **Wipe and Disinfect the Wastebaskets** |

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|  | **Wipe and Disinfect the Doorknobs** |

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|  | **Wipe and Dust Ceiling Fans** |

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|  | **Scrub Clean the Stove Burner** |

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|  | **Dust the Moldings** |

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|  | **Wipe Down Fronts of Kitchen Cabinets** |

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|  | **Clean Out the Drains** |

**Monthly**

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|  | **Dust all Hard Surfaces** |

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|  | **Vacuum or Mop the Floor** |

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|  | **Wipe Down the Appliances** |

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|  | **Wipe Down the Counters** |

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|  | **Scrub and Disinfect the Toilet** |

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|  | **Scrub and Disinfect the Shower and Bath Tub** |

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|  | **Change the Sheets** |

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|  | **Check and Empty the Garbage as Needed** |

**Weekly**