




# Ita Cleaning Pro Service LLC

## CLEANING SERVICES CHECKING LIST

DUTIES	REGULAR	SPRING/ONE-TIME/DEEP CLEANING	MOVE-IN/MOVE-OUT CLEANING
<b>General</b>			
Vacuum and Mop all hardfloors	✓	✓	✓
Dust All Furniture	✓	✓	N/A
Dust Baseboard	✓	✗	✓
Wet Clean Baseboards and Doors/Door Frames	✗	✓	✓
Dust windows Sills and Ledges	✓	✗	N/A
Wet Clean windows Sills and Ledges	✗	✓	✓
Spot Clean walls	✗	✗	✗
Remove all Trash	✓	✓	N/A
Remove all cobwebs	✓	✓	✓
Clean Inside Every Closet and Closet Shelves	✗	✗	✓
Clean Inside Every Cupboard and drawers	✗	✗	✓
Dust Ceiling Fans and light fixtures	✓	✗	N/A
Wet Clean Ceiling Fans and light Fixtures	✗	✓	✓
Dust Blinds	✓	✗	N/A
Wet Clean Blinds	✗	✓	✓
Making beds	✓	✓	N/A
Change Bed Sheets	1	1	N/A
Wet Clean Glass Windows, doors and tracks	✗	✓	✓
Wipe any surfaces	✓	✓	N/A
<b>Kitchen</b>			
Clean and Sanitize Sink and Countertops	✓	✓	✓
Clean outside appliances	✓	✓	✓
Clean ranges/stove	✓	✓	✓
Wet Clean all Cabinets Fronts	✓	✓	✓
Clean inside of Refrigerator (Extra)	Add-on	Add-on	✓
Clean Inside Microwave	✓	✓	✓
Clean Oven (Extra)	Add-on	✓	✓
Clean Plumbing Hardware	✗	✗	✗
<b>Bathroom</b>			
Clean and Sanitize Sink and Countertops	✓	✓	✓
Clean and Sanitize Shower and Tub	✓	✓	✓
Wet Clean all Cabinets Fronts	✓	✓	✓
Clean Light Fixtures	✓	✓	✓
Desinfect Bathroom Floors	✓	✓	✓
Clean Mirrors	✓	✓	✓

Clean and Sanitize Toilet Bowl	✓	✓	✓
Living and Dining Room			
Vacuum Upholstered Furniture and Rugs	✓	✓	✓
Dust light bulbs	✓	✗	✗
Wet Clean light bulbs	✗	✓	✓
Dust Furniture	✓	✓	✓
Dust and Polish Furniture	✗	✓	N/A
Sweep All Patios and Decks			N/A
Window Cleaning ( <i>Inside Only</i> )	✗	✓	✓
<b>Notes:</b>			
- In case of cancellation or rescheduling, please give us a 48-hour notice.			
- Payments can be made online, by cash, check, Zelle			
- If you need any extra services that are not in our checklist service, please let us know so we wil provide an estamite for those and be more than happy to serve your needs.			
			
<i>Ita Cleaning Pro Service</i>			
Ita Cleaning Pro Service LLC			
<b>404-671-7908</b>			
<a href="mailto:itacleaningproservice@gmail.com">itacleaningproservice@gmail.com</a>			