




Ita Cleaning Pro Service LLC

CLEANING SERVICES CHECKING LIST

DUTIES	REGULAR	SPRING/ONE-TIME/DEEP CLEANING	MOVE-IN/MOVE-OUT CLEANING
General			
Vacuum and Mop all hardfloors			
Dust All Furniture			<i>N/A</i>
Dust Baseboard			
Wet Clean Baseboards and Doors/Door Frames			
Dust windows Sills and Ledges			<i>N/A</i>
Wet Clean windows Sills and Ledges			
Spot Clean walls			
Remove all Trash			<i>N/A</i>
Remove all cobwebs			
Clean Inside Every Closet and Closet Shelves			
Clean Inside Every Cupboard and drawers			
Dust Ceiling Fans and light fixtures			<i>N/A</i>
Wet Clean Ceiling Fans and light Fixtures			
Dust Blinds			<i>N/A</i>
Wet Clean Blinds			
Making beds			<i>N/A</i>
Change Bed Sheets	<i>1</i>	<i>1</i>	<i>N/A</i>
Wet Clean Glass Windows, doors and tracks			
Wipe any surfaces			<i>N/A</i>
Kitchen			
Clean and Sanitize Sink and Countertops			
Clean outside appliances			
Clean ranges/stove			
Wet Clean all Cabinets Fronts			
Clean inside of Refrigerator (<i>Extra</i>)	<i>Add-on</i>	<i>Add-on</i>	
Clean Inside Microwave			
Clean Oven (<i>Extra</i>)	<i>Add-on</i>		
Clean Plumbing Hardware			
Bathroom			
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 (Inside Only)			
Notes:			
- 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 will provide an estimate for those and be more than happy to serve your needs.			
			
<i>Janilde Shouldeen</i>			
Ita Cleaning Pro Service LLC			
404-671-7908			
itacleaningproservice@gmail.com			