



Apelila's In&Out Cleaning LLC
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 808-782-5723
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CLEANING CHECKLIST

Client Name: _____

Date: _____

Address: _____

Team Leader: _____

BEDROOMS AND ALL LIVING AREAS

- | | |
|---|---|
| <input type="checkbox"/> Beds Made/Linen changed <i>(if applicable)</i> | <input type="checkbox"/> Ceiling Fans <i>(reachable w/ 2-3 step ladder)</i> |
| <input type="checkbox"/> Vacuum / Sweep / Mop ALL hard surface floors | <input type="checkbox"/> Shelves / Knick knacks / Frames cleaned |
| <input type="checkbox"/> Mirrors cleaned | <input type="checkbox"/> ALL Trash emptied |
| <input type="checkbox"/> Window Sills wiped | <input type="checkbox"/> Drawer Front cleaned |
| <input type="checkbox"/> Furniture wiped down | <input type="checkbox"/> Lamps/Wall Hangings wiped |
| <input type="checkbox"/> Cobwebs removed | <input type="checkbox"/> Baseboards wiped |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Overall Appearance of Rooms is neat |

BATHROOMS

- | | | |
|--|---|--|
| <input type="checkbox"/> Toilets cleaned & sanitized | <input type="checkbox"/> Shower/Tub cleaned & sanitized | <input type="checkbox"/> Sinks cleaned & sanitized |
| <input type="checkbox"/> Tile / Chrome polished | <input type="checkbox"/> Baseboards/Sills wiped | <input type="checkbox"/> Vanity mirror cleaned |
| <input type="checkbox"/> Trash emptied | <input type="checkbox"/> Floors vacuumed/swept/mopped | <input type="checkbox"/> Other _____ |

KITCHEN

- | | | |
|--|---|--|
| <input type="checkbox"/> Appliances wiped down | <input type="checkbox"/> Refrigerator cleaned <i>(Outside ONLY)</i> | <input type="checkbox"/> Cabinets cleaned <i>(Fronts ONLY)</i> |
| <input type="checkbox"/> Microwave cleaned <i>(Inside/Out)</i> | <input type="checkbox"/> Countertops/Backsplash cleaned | <input type="checkbox"/> Stove Top cleaned |
| <input type="checkbox"/> Tables & Chairs wiped | <input type="checkbox"/> Baseboards/Sills wiped | <input type="checkbox"/> Trash emptied |
| <input type="checkbox"/> Floor vacuumed/swept/mopped | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Overall Appearance is neat |

LAUNDRY ROOM

- | | |
|---|--|
| <input type="checkbox"/> Washer/Dryer cleaned <i>(Outside ONLY)</i> | <input type="checkbox"/> Floor vacuumed/swept/mopped |
| <input type="checkbox"/> Cabinet front/Counters/Shelves wiped | <input type="checkbox"/> Baseboards/Sills wiped |
| <input type="checkbox"/> Cobwebs/Droppings removed | <input type="checkbox"/> Other _____ |

ENTRY WAY / FOYER / BASEMENT / ATTIC

- | | |
|--|--|
| <input type="checkbox"/> Floors & Stairs vacuumed/mopped | <input type="checkbox"/> Railings/Baseboards/Sills wiped |
| <input type="checkbox"/> Furniture wiped down | <input type="checkbox"/> Cobwebs/Droppings removed |
| <input type="checkbox"/> Other _____ | |

SERVICES W/ ADDITIONAL FEES

- | | | |
|--|--|--|
| <input type="checkbox"/> Excessive stove grease build-up | <input type="checkbox"/> Oven cleaned (Inside) | <input type="checkbox"/> Refrigerator cleaned (Inside) |
| <input type="checkbox"/> Windows/Screens cleaned | <input type="checkbox"/> Walls cleaned | <input type="checkbox"/> Floor waxed |
| <input type="checkbox"/> Light Fixtures cleaned | <input type="checkbox"/> Blinds cleaned | <input type="checkbox"/> Excessive soap scum build-up |
| <input type="checkbox"/> Dishes hand washed | <input type="checkbox"/> Other _____ | |

COMMENTS

**ALL services performed are guaranteed, and you have 48 hours to notify us of any issues. We do not move furniture to access any areas, nor do we climb ladder to reach high, out of reach places. If you have any questions, comments, complaints, or any suggestions, please contact us within 48 hours.*

MAHALO!!

Payment collected \$ _____

Next scheduled visit: _____

www.apelilasinoutcleaning.com