



Gold Standard Checklist

Client: _____

Date: _____

Technician(s): _____

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The Gold Standard of cleaning!

KITCHEN

- Ceiling Fans: Dust; Wipe if required
- Ceiling-Wall Edge & Corners: Dust & Remove cobwebs
- Light Fixture Exteriors: Dust; Wipe if required
- Door & Window Trim/Molding: Dust; Wipe if required
- Windowsills: Dust; Wipe if required
- Interior Glass of Exterior Doors: Wipe until streak free
- Wall-Hangings: Dust; Wipe if required
- Mirrors: Wipe until streak-free
- Light Switches & Doorknobs: Wipe
- Top of Fridge: Dust; Wipe if required
- Fridge Exterior: Wipe until streak-free
- Backsplash: Wipe; Scrub if required
- Microwave: Wipe inside & out; Wipe reachable area under
- Countertop Appliances: Wipe exterior & reachable area under
- Countertop: Wipe-move and wipe beneath items
- Cabinet Fronts: Spot Wipe
- Cabinet Handles/Knobs: Wipe
- Stove/Cooktop & Oven Exterior: Wipe, Scrub if required
- Dishwasher exterior: Wipe
- Faucet: Wipe; Scrub if required.
Include top, under handle, sides, around caulking
- Sink: Wipe; Scrub (if build up) - if dishes are not present
- Table & Chairs/Stools: Dust; Wipe if required
- Baseboards: Dust; Wipe if required
- Garbage: Remove and replace liner
- Garbage Can Exterior: Wipe
- Floors: Vacuum or sweep
- Hard Floors: Damp Mop
- Overall Room Appearance: Neat and Tidy

BATHROOMS

- Ceiling-Wall Edge & Corners: Dust & Remove cobwebs
- Light Fixture Exteriors: Dust; Wipe if required
- Door & Window Trim/Molding: Dust; Wipe if required
- Windowsills: Dust; Wipe if required
- Wall Hangings: Dust; Wipe if required
- Mirrors: Wipe until streak-free
- Light Switches & Doorknobs: Wipe
- Medicine Cabinet Exterior: Dust; Wipe if required
- Backsplash: Wipe or scrub if required
- Soap Dish & Toothbrush Holder: Wipe
- Faucet: Wipe; Scrub if required.
Include top, under handle, sides, around caulking
- Sink: Wipe; Scrub (if buildup)
- Vanity Top/Countertop: Wipe-move and wipe beneath items
- Cabinet Fronts: Spot Wipe
- Cabinet Handles/Knobs: Wipe
- Towel and Toilet Paper Holders: Dust; Wipe if required
- Toilet Bowl: Scrub (if brush present)
- Toilet Exterior: Wipe: include base, behind, & water supply hose
- Toilet Brush/Plunger Container: Wipe
- Tub/Shower Area: Wipe; Scrub if required
Include all edges/lip and door (if present)
- Baseboards: Dust; Wipe if required
- Garbage: Remove and replace liner
- Garbage Can Exterior: Wipe
- Floors: Vacuum or sweep; walk-in closets if accessible
- Hard Floors: Damp Mop
- Overall Room Appearance: Neat and Tidy

OTHER ROOMS, HALLWAYS & STAIRWAYS

- Ceiling Fans: Dust; Wipe if required
- Ceiling-Wall Edge & Corners: Dust & Remove cobwebs
- Light Fixture Exteriors: Dust; Wipe if required
- Door & Window Trim/Molding: Dust; Wipe if required
- Windowsills: Dust; Wipe if required
- Interior Glass of Exterior Doors: Wipe until streak free
- Wall-Hangings: Dust; Wipe if required
- Mirrors: Wipe until streak-free
- Light Switches & Doorknobs: Wipe
- Furniture: Dust; Wipe if required
- Couch/Chairs: Vacuum and/or Wipe (if leather/vinyl)
- Table & Chairs/Stools: Dust; Wipe if required
- Washer/Dryer: Wipe exterior
- Faucet: Wipe; Scrub if required.
Include top, under handle, sides, around caulking
- Sink: Wipe or scrub (if build up)
- Countertop: Wipe-move and wipe beneath items
- Cabinet Fronts: Spot Wipe
- Cabinet Handles/Knobs: Wipe
- Baseboards: Dust; Wipe if required
- Floors: Vacuum or sweep; walk-in closets if accessible
- Hard Floors: Damp Mop
- Overall Room Appearance: Neat and Tidy



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 Google to find us or scan the QR code!



BEDROOMS

- Ceiling Fans: Dust; Wipe if required
- Ceiling-Wall Edge & Corners: Dust & Remove cobwebs
- Light Fixture Exteriors: Dust; Wipe if required
- Door & Window Trim/Molding: Dust; Wipe if required
- Windowsills: Dust; Wipe if required
- Wall-Hangings: Dust; Wipe if required
- Mirrors: Wipe until streak-free
- Light Switches & Doorknobs: Wipe
- Furniture: Dust; Wipe if required
- Baseboards: Dust; Wipe if required
- Beds: Make every time; change sheets/pillowcases if clean set is provided
- Garbage: Remove and replace liner
- Garbage Can Exterior: Wipe
- Floors: Vacuum or sweep; walk-in closet floors if accessible
- Hard Floors: Damp Mop
- Overall Room Appearance: Neat and Tidy

ADD-ON SERVICES - must be scheduled in advance

- Window Tracks
- Interior Window Glass - any screens to be removed & replaced by client only
- Inside Cabinets/Drawers - specify room(s)
- Interior of Appliances - specify Fridge, Oven, Dishwasher

CHECKLIST ABBREVIATION KEY

- = Task Completed to standard
 - = Task not completed
 - _R__ = Not Reachable
 - _C__ = Cluttered Area
 - _D__ = Previously Damaged- see Notes
 - _O__ = Other- see Notes below
- If any Task is marked with a line + a letter code, the task was completed in some rooms/areas of that checklist section, & not completed in others for the reason shown.

NOTES

SAFETY CHECKLIST

- Stove/ Oven is off
- All faucets are off
- Door locked, if required
- Heat/ Air changed back to setting upon arrival
- Toilets not running
- Windows are left as found
- Pets are safe

RESCHEDULING/CANCELLATION

In the event that you reschedule, skip, or cancel your service without a 48-hour notice you will be charged 25% of the scheduled time. Cancellations on the same day of service for any reason will be charged half the rate of the scheduled service. All schedule changes & cancellations must be made through our office.

SATISFACTION GUARANTEE

We want you to be absolutely delighted with the cleaning service. Report any concerns within 24 hours of the service being completed. We will work with you directly to make it right.

CONTACT US

Should you have any questions or if you need to make any adjustments to your cleanings please reach us at 615-282-8315 or courtney@goldcleaningtn.com