

BUSINESS CHECKLISTS

Digital – Fillable Form

**Preview of the Forms Included
With Sample Data**

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SERVICE CHECKLIST

Email: office@mycleaningbusiness.com - MyCleaningBusiness.com



Service Checklist

Date: 10/29/21 Team: Chris

Customer: Alice Needs

BATHROOMS		KITCHEN		DUST AND VACUUM	
Wall Hangings	Dust	Appliances	x	Mini Blinds / Shutters	Dust
Cabinets (Clean / Oil)	Spot	Refrigerator (In / Out)	Out	Window Sills / Tracks	Dust
Toilet	x	Stove and Hood	x	Furniture (Dust / Vacuum)	x
Sink(s)	x	Oven Door	x	TV's	x
Countertops/Backsplash	x	Inside Oven		Stairs / Bannister	x
Tub and Shower	x	Dishwasher Door	x	Wall Hangings	Dust
Shower Door	x	Windows (In / Out)		Telephone(s)	
Mirrors	x	Mini Blinds / Shutters		Ceiling Fans	Dust
Floor / Baseboards	x	Counter Tops/Backsplash	x	Doors / Frames	Spot
Medicine Cabinet	x	Microwave (In / Out)	x	Lamp Shades	x
Doors / Frames	Spot	Table and Chairs	x	Baseboards	
Vents and Ledges	Dust	Floor / Baseboards	Floor	Carpet Edges	x
Window Coverings	Dust	Sink	x	Cobwebs	
Cobwebs		Window Sills / Tracks		Light Switches	x
Light Switches	x	Empty Trash	x	Front Door / Screen	x
Window Sills / Tracks	Dust	Telephone		Vents	Dust
Light Fixtures	Dust	Cobwebs		Light Fixtures	Dust
Towel Racks	x	Cabinets (Clean / Oil)	Spot	Ledges	Dust
LAUNDRY ROOM	x	Ledges	Dust	Make Beds	

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NOTES: Dirty dishes in sink were removed to clean the sink and then replaced. To add this service to your ongoing service, please contact the office.

MY CLEANING BUSINESS, LLC
899 Superior Bl. Sacramento, CA 96410 - 916-999-9999

CUSTOMER CHECKLIST

With Service Quote



899 Superior Bl.
Sacramento, CA 96410
916-999-9999

Name: Alice Needs	Date: 10/28/21
Full-Service Quote: 550.00	Full-Service Date: 11/3/21 Time: 08:00
Weekly <input type="checkbox"/> Bi-Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Other <input type="checkbox"/>	Regular Service Quote: 135.00

REGULAR SCHEDULED SERVICE

BATHROOM	KITCHEN	DUST/VACUUM
Wall Hangings Dusted Cabinets (Spot Clean) Toilet Cleaned Sink(s) and Countertops Cleaned Tub and Shower Shower Door Shower Frame and Track Floor Vacuumed and Washed Medicine Cabinet (Outside) Doors/Frame (Spot Clean) Vents and Ledges Dusted Window Coverings Dusted Light Switches Cleaned Window Sills Dusted Light Fixtures Dusted Towel Racks Cleaned LAUNDRY ROOM	Appliances Refrigerator (Outside) Stove and Hood Oven Door Dishwasher Door Window Over Sink Mini Blinds and Shutters Countertops/Backsplash Washed Microwave (Inside and Outside) Table and Chairs Floor Vacuumed and Mopped Sink Cleaned Window Sill Dusted Empty Trash Telephone Cleaned Cabinets (Spot Clean) Vents and Ledges Dusted	Mini Blinds and Shutters Dusted Window Sills Dusted Furniture (Dust and Vacuum) TVs Cleaned Stairs Cleaned/Vacuumed Bannister Dusted/Spot Cleaned Pictures Dusted Telephone(s) Cleaned Ceiling Fans Dusted Doors/Frame (Spot Clean) Lamp Shades Dusted Carpet Vacuumed Light Switches Cleaned Front Door/Screen/Stoop Cleaned Light Fixtures Dusted Vents and Ledges Dusted

FULL-SERVICE

Wall Hangings, Cabinets, Baseboards, Doors/Frames, Window Sills/Tracks and Light Fixtures are Washed.	Oven is Cleaned, Cabinets, Window Sills/Tracks and Baseboards are Washed.	Baseboards, Doors/Frames, Ceiling Fans, Light Fixtures and Knickknacks are Washed; Carpets are Edged
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Second line example