

BUSINESS CHECKLISTS

Preview of the Forms Included

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SERVICE CHECKLIST

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

SERVICE CHECKLIST

Short Form – 2 up on page

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

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

CUSTOMER CHECKLIST

With Service Quote

CUSTOMER CHECKLIST

Name:	Date:
Full-Service Quote:	Full-Service Date: Time:
Weekly __ Bi-Weekly __ Monthly __ Other:	Regular Service Quote:

REGULAR SCHEDULED SERVICE

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