

Checklist for Housekeeper / Home Cleaning Service / Cleaning Maid

This is a good basic checklist of the areas that should be regularly cleaned by a housekeeper, maid, cleaning lady, or cleaning service. Most items not marked “(optional)” should be considered part of the standard cleaning by a housekeeper or cleaning service. Of course, you can also use it as a checklist for your own housecleaning. Items marked as (optional) are usually non-standard, but you may want to request that they be included on a regular basis or periodically. Yes, this is very detailed, but the clearer your instructions, the better your home will be cleaned and the happier you will be with your cleaning service. Blank spaces are for your own personal additions or instructions.

The kitchen and the bathrooms typically take half or more of the housekeeper’s time. Duties should include:

KITCHEN

- De-cobweb and dust: Run a duster around all edges of the ceiling and down all corners of the room, all the light fixtures, ceiling fans, under tables, lampshades, around pictures on walls, windowsills, and any other place that there may be spiderwebs and dust
- Clean outside of refrigerator, including handles, ice/water dispenser, top, and vacuuming the bottom part that houses the filter
- (Optional) – Clean inside of refrigerator, including shelves and drawers
- Wipe down all small appliances – toaster, blender, coffee maker, etc.
- Spot clean walls, door frames, paying special attention to the walls around the stove
- Dust the cabinet fronts and knobs, with special attention to the grime that collects on and around the cabinet handles and knobs
- Clean and polish all countertops and surfaces
- Clean the stove top and burners
- Clean and polish the outside oven door and handle
- (Optional) Clean the inside of the oven
- Clean the inside and outside of the microwave oven
- Spot check and clean smudges and fingerprints from all windows and glass
- (Optional) Clean and polish all windows
- Empty the trash and wipe down the trash container. Replace liner.
- (Optional) Rinse, wipe out, and disinfect the inside of the trash container
- Dust all trim and woodwork with duster or with rag and spray polish (a quick cleaning with a duster or rag is typical. Thorough cleaning with soapy water or cleaner is optional)
- (Optional) Wash/put away in dishes in sink. Load/unload dishwasher (it is typical for the housekeeper to wash/put away the stray coffee cup or plate from the sink)

- Clean and polish front of dishwasher
- Clean light switches

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- (optional) clean inside/straighten cabinets and pantry
- Sweep and mop floor
- Shake/ vacuum rugs
- (Optional) Wax/polish floor
- NOTE: You may have prized items, such as collector plates or certain knick-knacks that you will give special instructions for or simply ask the housekeeper not to clean
- _____
- _____
- _____
- _____

BATHROOMS

- Clean toilet stool including all interior and exterior surfaces, base, and floor/wall area.
- Polish all mirrors
- Clean and polish sinks and sink fixtures
- De-cobweb and dust: Run a duster around all edges of the ceiling and down all corners of the room, all the light fixtures, ceiling fans, lampshades, under counters and cabinets, around pictures on walls, windowsills, and any other place that there may be spiderwebs and dust
- Clean tub/shower, including all walls and shelves
- Polish tub/shower fixtures
- Dust all cabinets and cabinet tops
- (Optional) Dust/clean and organize all jar tops, bottles, sprays, etc. on top of counters
- Clean and mop/vacuum the floor
- Run duster over woodwork and trim
- Spot clean doors and cabinet doors with special attention around the doorknobs
- Clean light switches
- Empty wastebasket and replace liner
- Spot clean smudges from windows
- Dust blinds and/or spot vacuum curtains
- (optional) Tidy up the room and carry dirty laundry to laundry room
- _____
- _____
- _____

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BEDROOMS

- De-cobweb and dust: Run a duster around all edges of the ceiling and down all corners of the room, all the light fixtures, ceiling fans, under counters and cabinets, around pictures on walls, windowsills, lampshades, radiators, and any other place that there may be spiderwebs and dust
- Vacuum under the bed
- Polish all mirrors
- Dust all furniture
- Clean light switches
- Vacuum floor and rugs
- Dust baseboards of room
- Empty wastebasket and replace liner
- Spot clean smudges from any windows and glass
- (optional) Tidy the closet, hanging and organizing clothes, straightening shoes and accessories
- (optional) Tidy up the room, make beds, and carry dirty laundry to laundry room
- (optional) Change the bed linens and make the bed
- (Optional) Dust/clean and organize all jar tops, bottles, sprays, etc. on top of counters
- Spot vacuum or dust the curtains and blinds
- _____
- _____
- _____

STAIRWAYS

- Vacuum steps, using broom or crevice tool along all edges and corners
- Polish handrail
- Dust baseboards
- De-cobweb and dust: Run a duster around all edges of the ceiling and down all corners of the stairway, all the light fixtures, ceiling fans, around pictures on walls, windowsills, lampshades, radiators, and any other place that there may be spiderwebs and dust
- _____
- _____

LIVING ROOMS/ DINING ROOMS / STUDY / OTHER

- De-cobweb and dust: Run a duster around all edges of the ceiling and down all corners of the room, all the light fixtures, ceiling fans, under counters and cabinets, around pictures on walls, windowsills, lampshades, radiators, and any other place that there may be spiderwebs and dust
- Vacuum floor and rugs or mop floors and shake out rugs
- Vacuum underneath edges of furniture as well as vacuum will reach

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- (optional) Move out chairs, couches, tables and vacuum underneath
- Dust TV and audio equipment (note TV screens may need special cleaning instructions)
- Straighten magazines, books, other items on endtables and coffee tables
- (optional) Put old magazines and newspapers in recycle bin
- Polish mirrors and glass
- Spot clean all windows
- Vacuum couches and chairs
- (optional) remove all cushions from couches and chairs and vacuum underneath
- Dust radiators
- (optional) Spray air freshener
- Dust/polish telephone bases and handsets
- Spot dust dried floral arrangements and other decorating accessories
- Dust and polish all furniture
- Dust and spot clean all dining room chairs, with special attention to armrests and top backs of chairs
- Polish top of dining room table
- (optional) Change water in flower vases/ throw away withered floral arrangements
- (optional) Water plants
- (optional) Tidy room and put stray items away
- (optional) Wash/dry/iron clothing, set aside clothing for dry cleaning
- (optional) Sweep and tidy front/back porch or outdoor entrance
- _____
- _____

LAUNDRY AND UTILITY ROOMS

- Dust and wipe clean the top and sides of washer and dryer
- De-cobweb and dust: Run a duster around all edges of the ceiling and down all corners of the room, all the light fixtures, ceiling fans, under counters and cabinets, around pictures on walls, lampshades, windowsills, and any other place that there may be spiderwebs and dust
- Sweep and mop floor
- Sweep or shake out rugs
- Clean and polish utility sink and sink fixtures
- (optional) empty dryer lint from dryer
- Spot clean all windows
- Polish mirrors and glass
- Dust baseboards
- Clean lightswitches
- Clean fingerprints from doors, cabinets, and around all knobs and doorknobs

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- (optional) Run damp cleaning rag over tops of detergent jugs and containers to remove dust
- _____
- _____
- _____

MONTHLY /QUARTERLY or YEARLY JOBS

Note: These jobs are all typically considered optional or special jobs

- Wax floors
- Wash windows inside and outside
- Clean leather chairs/couches
- Polish silverware
- Clean chandeliers
- Empty pantry, clean shelves, reorganize pantry items on shelves
- Shampoo carpets
- Take drapery down and vacuum drapes / clean window frames
- Turn mattresses
- Clean window air conditioner filters and room air cleaning filters
- Clean walls and floor of outdoor entryway /porch/ deck
- Wash down baseboards/walls/ detail clean corners of rooms
- Pull out furniture and clean and vacuum exposed floor and walls
- Remove all cushions from couches and chairs and thoroughly vacuum cracks and crevices of furniture before replacing
- Shampoo all upholstery
- _____
- _____

OTHER – Your Personal Items and Notes

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- _____

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