

Housekeeping Checklist

Your Company Name

Your Company Address
(XXX) XXX-XXXX



Client Name: Lucy Sutton **Date:** 09/18/2019

123 Main St Hollywood Florida 12345

Total Time	Time Out	Start Time
01:30	04:30 PM	03:00 PM



Daily Chores

Task Description	Complete	Problems?	Comments	Photo
Dishes	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Kitchen Counters Wiped	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Laundry	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Bathroom Sink Wiped (With Disposable Disinfectant Clothes)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Toilet Wiped (With Disposable Disinfectant Clothes)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Tidy and Pick Up Clutter (Entire House)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Vacuum, Sweep/Mop High (Traffic Areas)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Weekly Chores

Refrigerator <input checked="" type="checkbox"/> Discard Outdated Food <input checked="" type="checkbox"/> Wipe Shelves <input checked="" type="checkbox"/> Scour Kitchen Sink <input checked="" type="checkbox"/> Scrub Tub/ Shower	<input checked="" type="checkbox"/> Scrub Toilet <input checked="" type="checkbox"/> Mop Bathroom Floor <input checked="" type="checkbox"/> Change Towels and Bath Mats <input checked="" type="checkbox"/> Dust Entire House and Window Sills <input checked="" type="checkbox"/> Vacuum, Sweep/ Mop Floors (After Dusting)	<input checked="" type="checkbox"/> Change Linens on All used Beds <input checked="" type="checkbox"/> Catch Up on Laundry (Wash Linens)
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Additional Comments:
Everything is checked off!

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Before:

During:

After:

Cleaning materials needed?

Yes

Mop, broom, gloves, bleach, and glass cleaner.

Monthly Chores

Lights

- Dust Lights
- Dust Ceiling Fans
- Replace Light Bulbs As Needed

- Rugs Shake and Wash as Needed
- Windows
- Clean Curtains
- Clean Stove

- Clean Oven
- Wipe Out Microwave
- Replace Air Filters
- Replace Water Filters

Seasonal

Spring

- Have Carpets Cleaned Professionally
- Clean upholstery

Summer

- Take Care of Lawn and Yard Maintenance

Fall

- Organize Garage/ Tool Sheds

Winter

- Completely Clean House
- Discard/ Donate Unused Items

Summary

Comments

Housekeeping is complete!

Signature

Date

09/18/2019