Date Ordered \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instruction from Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cleaning Service \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1) General Cleaning

\_\_\_\_\_Dust ceilings and corners for cobwebs Billing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Light fixtures

\_\_\_\_\_Clean fireplace City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Wipe down baseboards, heaters

Wages $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours X\_\_\_\_\_\_\_\_

2) Doors/Walls (when more than one person, please attach time sheet)

\_\_\_\_\_wipe down prints from knobs, frame

\_\_\_\_\_ wipe down walls\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_clean threshold

\_\_\_\_\_clean sliding glass doors and tracks

3) Windows

\_\_\_\_\_Dust and wash blinds

\_\_\_\_\_clean frame and tracks

\_\_\_\_\_clean glass

4) Kitchen

\_\_\_\_\_Oven

\_\_\_\_\_Stove top, \_\_\_burner rings, \_\_\_pans, \_\_\_under pans, \_\_\_under broiler drawer

\_\_\_\_\_Vent hood (over stove and underneath)

\_\_\_\_\_Refrigerator and floor under, intake vent

\_\_\_\_\_Freezer \_\_\_\_\_Defrost\_\_\_\_\_

\_\_\_\_\_Cupboards, Drawers (wipe down inside and out)

\_\_\_\_\_Dishwasher, door rim, (inside and out)

\_\_\_\_\_Clothes washer, around rim and outside

\_\_\_\_\_Dryer, clean lint trap, wipe inside and outside

5) Bathroom \_\_\_\_\_up \_\_\_\_\_down Bathroom \_\_\_\_\_up \_\_\_\_\_down

\_\_\_\_\_Medicine chest, drawers \_\_\_\_\_Medicine chest, drawers

\_\_\_\_\_Sinks \_\_\_\_\_Sinks

\_\_\_\_\_Toilet \_\_\_\_\_Toilet

\_\_\_\_\_Bathtub/shower \_\_\_\_\_Bathtub/shower

\_\_\_\_\_Mirrors \_\_\_\_\_Mirrors

6) Floors/Misc

\_\_\_\_\_Vacuum, sweep or mop

\_\_\_\_\_Remove trash from inside and out

\_\_\_\_\_Sweep out garage, porch, balcony

7) Special Notes/ use back side also \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work completed and checked by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_