

Maintenance Cleaning Checklist

Understanding Our 1–10 Clean Scale

When completing your estimate form, we ask you to rate the current condition of your home on a 1–10 Clean Scale, with 10 being the cleanest. A rating from 7-10 would typically be a home that has been regularly maintained with recurring cleaning services and has *had a deep cleaning within the last six months.*

Please rate your home as accurately as possible, as your clean scale (along with other information on the form) helps us determine your estimated price, how many cleaners are needed, and how much time we need to reserve on our schedule. If you select a clean scale above 6 and, upon arrival, the condition of the home does not reasonably match the rating provided, a *price adjustment may be necessary before the cleaning begins.*

These questions are in place so we can provide accurate pricing *ahead of time*, properly prepare our team, and avoid unexpected surprises on the day of your cleaning.

- ◆ Sunshine Cleaning of Delaware
- ◆ (302) 277-6948
- ◆ SunshineCleaningDe.com
- ◆ SunshineCleaningEstimates@gmail.com

We Make Your
Place
SHINE!



Bedrooms

- Ceiling fans dusted —if reachable (as needed)
- Mirrors cleaned & streak free
- Wall hangings dusted & cleaned (as needed)
- Windowsills dusted & cleaned
- Door molding dusted & cleaned (as needed)
- All points of contact cleaned (light switches, doorknobs)
- Furniture dusted & cleaned top items removed & replaced
(as long as it is less than 8-10 items per customer guidelines)
- Baseboards dusted & cleaned (as needed)
- Beds made every time
- Garbage emptied & bag replaced
- **Exterior** of garbage can wiped down
- Floors vacuumed / swept—walk-in closet floors vacuumed, if clear

Bathrooms

- Exterior of light fixtures dusted—if reachable (as needed)
- Mirrors cleaned & streak free
- **Exterior** of medicine cabinet dusted & cleaned
- Backsplash cleaned & splatter free
- Soap dish dusted & cleaned
- Toothbrush holder dusted & cleaned
- Vanity top dusted & cleaned—items removed & replaced **(as long as it is less than 8-10 items per customer guidelines)**
- Faucet cleaned—top, under handle, sides, around caulking
- Sink scrubbed & washed
- Cabinet fronts spot cleaned
- Towel bar dusted & cleaned
- Toilet paper holder dusted & cleaned
- Door molding dusted & cleaned (as needed)
- All points of contact cleaned (light switches, doorknobs)
- Toilet scrubbed & washed—including base, behind & drain
- Tub & shower area scrubbed & washed, including top lip & door
- Baseboards dusted & cleaned (always in the bathroom)
- Garbage emptied & bag replaced
- Exterior of garbage can wiped down
- Floors vacuumed / swept—walk-in closet floors vacuumed, if clear
- Floors washed
- Overall room appearance neat & tidy

Hallways & Common Areas

- Ceiling fans dusted —if reachable (as needed)
- Mirrors cleaned & streak free
- Wall hangings dusted & cleaned (as needed)
- Windowsills dusted & cleaned
- Door molding dusted & cleaned (as needed)
- All points of contact cleaned (light switches, doorknobs)
- Baseboards dusted & cleaned (as needed)
- Floors vacuumed / swept—walk-in closet floors vacuumed, if clear
- Floors washed
- Overall room appearance neat & tidy

Kitchen

- Ceiling fans dusted —if reachable (as needed)
- **Exterior** of cabinet fronts spot cleaned
- **Exterior** of fridge cleaned & top dusted if uncluttered
- Mirrors cleaned & streak free
- Wall hangings dusted & cleaned (as needed)
- Windowsills dusted & cleaned
- Door molding dusted & cleaned (as needed)
- All points of contact cleaned (light switches, doorknobs)
- Backsplash cleaned & splatter free
- **Exterior** of all appliances on counter wiped clean
- Interior & exterior of microwave cleaned, moved & cleaned under
- Counters cleaned—all items removed & replaced, if possible **(if counters are covered in clutter we will clean around it)**
- **Exterior** of stove cleaned
- **Exterior** of dishwasher cleaned
- Faucet cleaned—top, under handle, sides, around caulking
- Sink scrubbed & washed—**(if dishes are not present)**
- Kitchen table dusted & cleaned
- Kitchen chairs/ bar stools dusted & cleaned
- Baseboards dusted & cleaned (as needed)
- Garbage emptied & bag replaced
- **Exterior** of garbage can wiped down
- Floors vacuumed / swept—walk-in closet floors vacuumed, if clear
- Floors washed
- Overall room appearance neat & tidy



Happy with your cleaning?

Leave us a 5-star Google review!

Search "Sunshine Cleaning of Delaware" on Google to find us or scan this QR code!

Other Rooms

- Ceiling fans dusted —if reachable (as needed)
- Mirrors cleaned & streak free
- Wall hangings dusted & cleaned (as needed)
- Windowsills dusted & cleaned
- Door molding dusted & cleaned (as needed)
- Exterior door with glass—clean interior glass
- All points of contact cleaned (light switches, doorknobs)
- Furniture dusted & cleaned top items removed & replaced (as long as it is less than 8-10 items per customer guidelines)
- Baseboards dusted (as needed)
- Floors vacuumed / swept—walk-in closet floors vacuumed, if clear
- Floors washed
- Overall room appearance neat & tidy
- Laundry ensuite wiped & floor washed

Add-On Services (please schedule with office in advance)

- Window tracks cleaned \$3.00 per track
- Interior window glass cleaned \$6.00 per window
- Interior of fridge cleaned (not freezer)—shelves & drawers, —cannot move to clean behind \$60
- Interior of stove cleaned—stove door, interior racks, and warming drawer—cannot move to clean behind \$60
- Linen Change \$10.00 per bed includes a top sheet, fitted sheet, two pillowcases and two shams
- Steam Mopping 1-15 minutes \$20.00/ 15-30 minutes \$35.00/ 30-45 minutes \$50.00/ 45-60 minutes \$65.00
- Other: _____

Safety Checklist

- | | | | |
|-----------------------|-----------------------------|----------------------------|--|
| ○ Stove/ Oven is off | ○ All faucets are off | ○ Door locked, if required | ○ Heat/ Air changed back to setting upon arrival |
| ○ Toilets not running | ○ Windows are left as found | ○ Pets are safe | |

CLEANERS Notes for TODAY'S cleaning:

CLIENTS notes for NEXT cleaning:

Alarm Systems & Keys:

It is not necessary to be at home while we are cleaning. If you have an alarm, make sure we have the key code so we can disarm the alarm when we arrive, and set it again when we leave. We will need to know where you keep your house key. If you leave your home unlocked, we are not responsible for anything that occurs before or after our visit.

Rescheduling:

Life is going to happen. At one point or another- for whatever reason, one of us is going to need to reschedule our cleaning. Communication is key. Call, text, or email as soon as you know there is a conflict, and we will do our best to reschedule your cleaning at the next earliest convenience. If you are going on vacation, please give us at least a 2 weeks' notice to not affect our employee's hours. For cancellations not related to sickness, we must be notified 48 hours prior to the appointment to avoid the cancellation fee.

Satisfaction:

We aim to please. If for any reason, at any time you are not 100% completely satisfied, please call us immediately at 302-277-6948 and we will do everything in our power to resolve your concerns. Our customers complete satisfaction is our #1 goal.

*If you ever need another copy of our Customer Guidelines please contact the office: SunshineCleaningDe@gmail.com We are happy to email you another.

Lastly, relax and enjoy your cleaned home. Thank you for being a part of our Sunshine Family. We Appreciate YOU!