

Deep Cleaning Routine: Day 1

Morning

1. Prep

- Gather Trash
- Gather Dirty Linen & Towels
- Apply chemicals where necessary: Oven Cleaner and Armor Mold and Mildew in all moldy showers

2. Inspect

- All Closets for Extras
- Gather all stained pillows, ripped or stained blankets & comforters that need to be out of the house (call supervisor if it appears all pillows need replacing).
- Deck furniture and around the house

3. Report

- Maintenance Issues
- Lost & Found
- Missing items that need to be replaced such as:
 - Shower curtains
 - Mattress pads
 - Pillows
 - Trash Cans, etc.

4. Washing & Drying

- Laundering all comforters, mattress pads, shams, blankets, etc. Label and bring to warehouse comforters needing to be sent out to be cleaned.
- Start the dishwasher with all utensils and dishes.

Afternoon

Kitchen

Pull stove away from the wall

Remove cobwebs

Living Room/Dining

Move furniture away from the wall

Remove cobwebs

Bedrooms

Move furniture away from the wall

Strip Beds

Flip mattresses

Remove cobwebs

Hallways/Foyer/Stairs

Remove cobwebs

Deep Cleaning Routine: Day 2

Kitchen

*Call if you need help moving appliances

- Refrigerator - inside, outside, and from behind.
- Oven - stove top, burner trays, oven drawer, inside, and racks.
- Microwave inside, outside, underneath, and filters.
- Exhaust hood and filter
- All Counter tops
- Wipe down all appliances (can opener, toaster, etc.) Make sure they all work.
- Empty cabinets and drawers, clean inside and out then reorganize.
- Wash all dishes and utensils with the dishwasher. Hand wash larger pots and pans.
- Clean all trash cans inside and out. Put a liner in for each trash can.
- Sweep and mop floors.
- Throw excess grocery bags away and any other trash under sink or in pantry.
- Wipe out all window sills, baseboards, doors (tops and hinges), ceiling fans, and fixtures.
- Clean all grease from blinds.
- Complete kitchen inventory. Note unusable items like scratched teflon, rusty itmes, chipped, broken, etc. Leave items on the counter for a supervisor.

Deep Cleaning Routine: Day 3

Living & Dining Room

*Call if you need a ladder

- Wipe down all windowsills, chair rails, baseboards, doors and frames (tops & hinges) - all woodwork with Murphy's oil.
- Clean blinds - dust and wet wash front, back, and edges.
- Clean sliding doors - inside, out, and tracks
- Dust and wipe down lamps, pictures, mirrors, light fixtures, artificial plants, and ceiling fans.
- Clean all heat and air vents along with cobwebs from ceilings and corners.
- Wipe down all furniture - remove cushions and clean under them.
- Open all sleeper sofas to make sure it is in working order and have a mattress pad.
- Move all furniture and vacuum under it.
- Clean all glass top tables - top and underneath as well as the grooves.
- Clean and straighten all bookshelves, cabinets, and drawers.
- Sweep, vacuum, and wet mop floors with attention to edges and corners.

Bathrooms

- Toilets: Clean inside and out + flaps (remove all stains if possible)
- Showers, Tubs, & Jacuzzis: remove all mildew, soap scum, stains, and hair.
- Clean sliding doors - rails and frames on tub/showers. NO smudges.
- Wash shower curtains/liners. If they do not come clean replace them. OWNER WILL BE BILLED.
- Remove glass light fixtures and clean.
- Clean all mirrors - no streaks or fog.
- Clean vanity inside, outside, and drawers.
- Clean sink - remove stains and build-up. Make sure the chrome is shiny.
- Clean picture frames and glass.
- Dust cobwebs
- Sweep and wet mop floors
- Wash trash cans inside and out. Put liners in them.
- Wash all rugs - if can't be washed bring them to the warehouse to be sent out.
- Wipe all windowsills, baseboards, doors - tops, frames, and hinges.
- Clean blinds - dust and wet wash.

Deep Cleaning Routine: Day 4

Bedrooms

- Strip all beds, launder all sheets and blankets, and wash all mattress pads. FLIP all mattresses. Wipe down bed frame and remake bed. Vacuum under the bed.
- Wipe down all furniture. Clean insides of drawers. Clean and vacuum under night stands, bureaus, etc.
- Wipe down all lamps, pictures, baseboards, windowsills, blinds, doors, ceiling fans, and light fixtures.
- Closet: wipe/dust shelves and dust cobwebs. Vacuum floors.
- Clean all vents.
- Check TAGS of comforters. Make note if dry clean only. OWNER WILL BE BILLED. If washable, please launder them in the home.
- If pillows or mattress pads will not come clean, note on inventory to be replaced.
- Remove all wire hangers. Eight plastic hangers should be in each closet. If there aren't eight, please note on inventory and replace.
- Wash all blankets and make sure there is one in each closet.

Hallways, Foyers, & Stairs

- Clean all light fixtures, pictures, and mirrors.
- Check for wall marks and clean.
- Remove dirt from carpet cracks with vacuum or brooms. Vacuum stairs thoroughly.
- Wipe handrails, spindles, bases, and baseboards on staircase. Remove handrail build up along the rims. If it is black, it is dirty.
- Check for cobwebs.
- Wipe entrance and rear doors including tops, frames, and hinges. Wash door windows, inside and out.
- Shake out and wash entry rugs.
- Clean storm doors.
- Clean all blinds - dust and wet wipe.

Be sure to clean window sills between the frame and the screen. Clean out sand, debris, and mold. Be sure to lock the windows after cleaning the exterior sill.

Deep Cleaning Routine: Day 5

Laundry Room

- Wipe down all appliances, front, back, and sides.
- Pull out washer/dryer and clean behind (call the office if you need help).
- Sweep and mop the floor.



Decks / Outdoors

- Sweep and pick up any debris/trash.
- Check for hot tub cover and make sure it is on.
- Clean all deck furniture. It should be clean and arranged in an orderly fashion.
- Clean the outside grills.
- Clean outside shower, remove sand.
- Remove rusted/broken pool toys, beach items, etc.

TIMEKEEPING: Every day you work call or text the office to let us know you're at the house. Put the times you were in the house in a work order.

Use your KABA code to enter the house and make sure the home is secure when you leave.

Deep Cleaning Routine: Day 6

Final Touches & Property Presentation

Deep Clean Inspections:

- Call the office after you complete the first level of the deep clean so we can start the inspection while you're there. This will allow you to fix any issues before you leave the home.
- If we are unable to inspect while you are there we will complete a report and call you back to complete any items. The call back should be done within a day or two depending on the amount of work. Obviously, the better your initial clean, the less call back work will be required and you can move on to another deep clean. Payroll sheets are due by **Thursday at 3:00 pm** before payroll ends.



General Information:

- Make sure all vacuums are working and have new bags. Report this to the office and note it on your inventory sheet. Clean all canisters and filters of vacuums that don't have bags.
- Make sure the following items are present and in good condition: broom, mop dustpan, pail, and vacuum.
- Turn heat to 55 degrees in winter or A/C to 75 degrees in summer.
- Make sure you get all cobwebs and sweep out of the garage and around the front entrance door.
- Don't forget to report the carpet and upholstery condition.