

# Expert Cleaning Services

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**CHECKLIST:** This includes the routine to be maintained at all the **DELUXE** homes, unless otherwise specified on the customer card. Thank you for taking the time to read this and for all your hard work. You are all very valuable employees. Thanks!!!

- Remove all cobwebs, spiders and bugs, as you see them.
- Always high dust in corners, along ceiling edges, beams, and where walls meet walls.
- Maintain all light fixtures, to their original quality (dust, wash, detail work, etc.).
- Keep all walls, doorframes, baseboards and switch plate covers free from fingerprints, dirt and marks.
- Always maintain all doors in home, including both sides of exterior doors, door to garage, etc. Please also maintain the throw rugs, thresholds, doorknobs, etc.
- Always maintain sliding glass doors (inside & out, tracks, handles and screens).
- Always maintain windows as needed, French doors, glass and mirrors throughout.
- Maintain blinds to original quality. Remove water spots, black marks and dust.
- Crevice vacuum along carpet edges, around furniture, and details, as needed.
- Vacuum fabric items, when the duster method is not maintaining the quality desired. This includes curtains, dust ruffles, pillows, stuffed animals, lampshades, clock radios, stereo components/speakers, etc.
- Maintain dried flowers with the vacuum exhaust or blow dryer, as needed. Spray fake plants if need renewing.
- Occasionally vacuum all furniture. Some homes with pets always need this.
- Keep wood polished. Don't forget legs, sides of tables, wooden baseboards, trim, molding, cabinetry etc.
- Maintain difficult or intricate items with the dust brush on vacuum.
- Maintain glass, ceramic and porcelain decorations, by periodically washing them.
- Pull out lighter furniture to vacuum regularly. Also move all furniture on wheels.
- Do NOT move heavy or risky furniture (china cabinets). Do a thorough job maintaining the wall, carpet, floor and baseboards surrounding the furniture.
- Vacuum regularly under furniture, such as beds, couches, chairs and tables.
- Keep an eye on screens and windowsills. Vacuum, dust or wash, as needed.
- Watch the quality in kitchen and bathrooms. If anything begins to deteriorate, please return back to original quality. Examples include: greasy stove or hood fan, built-up food or dirt on appliances, splashboards not attended to, dingy countertops, stained or water-spotted faucet fixtures and drain plugs/baskets, details where sink meets counter and toilet meets floor, dingy shower/tub floor, stains in the toilets, dirty hinges on toilet seat, mold on shower ceiling or walls, dirty baseboards, etc.

If the details are attended to as noticed or a couple at a time, maintaining them will not be too time consuming. This business is about DETAILS. I appreciate your keen eyes and great effort. Thanks!