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403.464.4049

info@calgarytrustedcleaners.ca



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# MOVE IN/OUT CLEANING CHECKLIST

**KITCHEN** 

DEEDI	CED	ATOD		CCZCD
KERKI	GEK	AIUK	/FK	<b>EEZER</b>

**EMPTY TRASH** 

	MOVE THE FRIDGE OUT TO CLEAN BEHIND AND UNDERNEATH (IF POSSIBLE) VACUUM/SWEEP COILS BEHIND THE FRIDGE SWEEP/MOP FLOOR UNDERNEATH BEFORE MOVING THE FRIDGE BACK INTO PLACE TOP OF FRIDGE, SIDE, BOTTOM GRATE, EXTERIOR AND HANDLES REMOVE SHELVES, DRAWERS AND VEGETABLE CRISPER TO CLEAN
STOVE/	OVEN
	DETAIL CLEANING INSIDE OVEN SCRUB AND REMOVE FOOD DEBRIS FROM OVEN RACKS CLEAN INSIDE OVER DRAWER CLEAN UNDER THE RANGE AND BURNERS CLEAN BEHIND THE STOVE REMOVE KNOBS, CLEAN THE KNOBS AND AREA UNDERNEATH SCRUB DRIP PANS
<b>GENER</b>	AL .
	CLEAN AND DUST ALL SURFACES CLEAN RETURN AIR VENTS (WITHIN REACH) CLEAN AND DUST CEILING FANS (WITHIN REACH) CLEAN AND DUST LIGHT FIXTURES (WITHIN REACH) CLEAN CABINETS AND DRAWERS (INSIDE/OUTSIDE/SHELVES) DUST BLINDS (WITHIN REACH) CLEAN WINDOWSILLS, EXPOSED WINDOW TRACKS (WITHIN REACH) CLEAN WINDOWSILLS, EXPOSED WINDOW TRACKS (WITHIN REACH) CLEAN LIGHT SWITCH PLATES AND OUTLET COVERS WIPE DOWN DOORS AND DOOR FRAMES (BOTH SIDES AND MOLDING) SPOT CLEAN LARGE SCUFFS, SPOTS AND DIRT ON WALLS CLEAN MICROWAVE INTERIOR AND EXTERIOR CLEAN DISHWASHER INSIDE EDGE OF DOOR, EXTERIOR AND BOTTOM GRATE CLEAN AND DUST BASEBOARDS CLEAN COUNTER TOPS AND BACK SPLASH CLEAN SINK AND SINK FIXTURES CLEAN SLIDING GLASS DOORS (INTERIOR) CLEAN KITCHEN WINDOWS ABOVE SINK (INTERIOR) CLEAN MIRRORS SWEEP, MOP AND EDGE FLOORS
	VACUUM AND EDGE CARPET



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# MOVE IN/OUT CLEANING CHECKLIST

**BATHROOM** 

WER					
		REMOVE SOAP SCUM BUILDUP FROM INSIDE			
		CLEAN AND SANITIZE FLOOR			
		CLEAN DOORS AND TRACKS			
		WIPE DOWN EXTERIOR			
		CLEAN CURTAIN ROD OR SHOWER FRAME			
<b>'</b>	łTU	В			
		CLEAN AND SANITIZE			
		REMOVE SOAP SCUM BUILDUP			
		WIPE DOWN EXTERIOR			

VACUUM AND EDGE CARPET

**EMPTY TRASH** 

#### **TOILET**

BAT

☐ CLEAN INSIDE TOILET BOWL AND UNDER TRIM ☐ DISINFECT EXTERIOR AND DETAIL AROUND LID, HINGES AND BASE OF TOILET □ CLEAN WALLS BEHIND & AROUND TOILET

### **GENERAL**

☐ CLEAN AND DUST ALL SURFACES ☐ CLEAN RETURN AIR VENTS (WITHIN REACH) ☐ CLEAN AND DUST CEILING FANS (WITHIN REACH) ☐ CLEAN AND DUST LIGHT FIXTURES (WITHIN REACH) ☐ DUST BLINDS (WITHIN REACH) ☐ CLEAN WINDOWSILLS, EXPOSED WINDOW TRACKS (WITHIN REACH) CLEAN LIGHT SWITCH PLATES AND OUTLET COVERS ☐ WIPE DOWN DOORS AND DOOR FRAMES (BOTH SIDES AND MOLDING) ☐ SPOT CLEAN LARGE SCUFFS, SPOTS AND DIRT ON WALLS ☐ CLEAN MEDICINE CABINET (INSIDE/OUTSIDE/SHELVES) ☐ CLEAN AND DUST BASEBOARDS CLEAN COUNTER TOPS AND BACK SPLASH ☐ CLEAN SINK AND SINK FIXTURES □ CLEAN MIRRORS & SHOWER DOORS CLEAN BATHROOM FIXTURES ☐ SWEEP, MOP AND EDGE FLOORS



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# MOVE IN/OUT CLEANING CHECKLIST

## LIVING AREA / SLEEPING AREAS /OFFICES / HALLWAYS

### **GENERAL**

	CLEAN AND DUST ALL SURFACES
	CLEAN RETURN AIR VENTS (WITHIN REACH)
	CLEAN AND DUST CEILING FANS (WITHIN REACH)
	CLEAN AND DUST LIGHT FIXTURES (WITHIN REACH)
	DUST BLINDS (WITHIN REACH)
	CLEAN WINDOWSILLS, EXPOSED WINDOW TRACKS (WITHIN REACH)
	CLEAN LIGHT SWITCH PLATES AND OUTLET COVERS
	WIPE DOWN DOORS AND DOOR FRAMES (BOTH SIDES AND MOLDING)
	SPOT CLEAN LARGE SCUFFS, SPOTS AND DIRT ON WALLS
	WIPE DOWN SHELVES IN CLOSETS
_	VACUUM CLOSETS
	CLEAN CABINETS AND DRAWERS (INSIDE/OUTSIDE/SHELVES)
	REMOVE DEBRIS AND VACUUM FIREPLACE
	CLEAN AND DUST BASEBOARDS
	CLEAN SLIDING GLASS DOORS (INTERIOR)
	SWEEP, MOP AND EDGE FLOORS
	VACUUM AND EDGE CARPET
	EMPTY TRASH



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# MOVE IN/OUT CLEANING CHECKLIST

### LAUNDRY / UTILITY / STORAGE

### **WASHER AND DRYER**

□ CLEAN EXTERIOR□ CLEAN INSIDE EDGE (UNDER LID) OF WASHER□ EMPTY LINT TRAP

### **GENERAL**

- ☐ CLEAN AND DUST ALL SURFACES
- ☐ CLEAN RETURN AIR VENTS (WITHIN REACH)
- ☐ CLEAN AND DUST CEILING FANS (WITHIN REACH)
- ☐ CLEAN AND DUST LIGHT FIXTURES (WITHIN REACH)
- ☐ DUST BLINDS (WITHIN REACH)
- ☐ CLEAN WINDOWSILLS, EXPOSED WINDOW TRACKS (WITHIN REACH)
- ☐ CLEAN LIGHT SWITCH PLATES AND OUTLET COVERS
- ☐ WIPE DOWN DOORS AND DOOR FRAMES (BOTH SIDES AND MOLDING)
- ☐ SPOT CLEAN LARGE SCUFFS, SPOTS AND DIRT ON WALLS
- ☐ CLEAN CABINETS AND DRAWERS (INSIDE/OUTSIDE/SHELVES)
- ☐ CLEAN AND DUST BASEBOARDS
- ☐ CLEAN COUNTER TOPS AND BACK SPLASH
- ☐ CLEAN SINK AND SINK FIXTURES
- ☐ CLEAN SLIDING GLASS DOORS (INTERIOR)
- ☐ SWEEP, MOP AND EDGE FLOORS
- ☐ VACUUM AND EDGE CARPET
- ☐ EMPTY TRASH



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# MOVE IN/OUT CLEANING CHECKLIST

**ADDITIONAL SERVICES** 

### **AVAILABLE UPON REQUEST FOR A FEE**

- ☐ CLEAN TOPS OF CABINETS
- □ APPLY OIL TO WOOD
- ☐ SWEEP OUT STORAGE UNIT/SHED
- ☐ WINDOW CLEANING
- ☐ FULL WALL CLEANING
- □ CARPET STEAM CLEANING
- ☐ GARAGE CLEANING
- ☐ HVAC CLEANING (FURNACE AND DUCTS)
- □ PRESSURE WASHING