

# GREEN BASIC CLEANING OPTIONS

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## **Bedrooms & Common Areas**

- Wall hangings dusted
- Blinds lightly dusted
- Lamps shades dusted
- Remotes & phone(s) cleaned
- Floor vacuumed/washed
- TV's & electronics cleaned
- Furniture/Pillows (dusted/vacuumed)
- Trash removal
- Mirrors cleaned
- Stairs vacuumed/washed
- Window sills dusted

- Linens changed

## **Kitchen**

- Table & chairs wiped
- Floor vacuumed/washed
- Window sill dusted
- Trash removal
- Wash/clean dishes
- Microwave cleaned (exterior)
- Tops & backsplash washed/cleaned
- Sink & faucets cleaned
- Refrigerator cleaning (exterior)
- Stove & oven door cleaned

- Countertops cleaned
- Dishwasher cleaned (exterior)

## **Bathrooms**

- Wall hangings dusted
- Light fixtures dusted
- Window sills dusted
- Medicine cabinet cleaned (exterior)
- Floors washed & vacuumed
- Tub/showers/faucets cleaned
- Trash removal
- Toilet cleaned
- Sink(s)/countertop(s) cleaned

**Client (to be completed and signed prior to date of service)**

**By signing below, I agree that the services selected are tasked I would like completed by Klassy Touch Cleaning Service.**

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_

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**Cleaner (to be signed upon completion of service)**

**By signing below, I agree that the services selected by the client are completed.**

Print Name: \_\_\_\_\_

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Date of Service: \_\_\_\_\_

# GREEN DEEP CLEANING OPTIONS

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## **Bedrooms & Common Areas**

- Carpet vacuumed
- Vents & ledges wiped/cleaned
- Light switches cleaned
- Wall hangings cleaned
- Blinds cleaned
- Wash/clean baseboards
- Fireplace cleaned
- Chandeliers cleaned
- Clean walls
- Ceiling fans cleaned
- Lamps shades dusted
- Doors & knobs cleaned
- Remotes & phone(s) cleaned
- Floor vacuumed/washed
- TV's & electronics cleaned
- Furniture/Pillows (dusted/vacuumed)
- Trash removal
- Mirrors cleaned
- Bannister cleaned
- Baseboards washed/cleaned
- Stairs vacuumed/washed
- Window sills dusted

- Linens changed

## **Kitchen**

- Appliances cleaned (in/out)
- Floor vacuumed/washed
- Windows washed/cleaned
- Light fixture cleaned
- Trash removal
- Light switches cleaned
- Cabinets cleaned (in/out)
- Vents & ledges cleaned/washed
- Microwave cleaned (in/out)
- Blinds cleaned
- Tops & backsplash washed/cleaned
- Sink & faucets cleaned
- Refrigerator cleaning (in/out/behind)
- Stove & oven cleaned (in/out/behind)
- Countertops cleaned

- Dishwasher cleaned (in/out)

## **Bathrooms**

- Wall hangings cleaned
- Towel racks cleaned
- Light fixtures cleaned
- Windows washed/cleaned
- Light switches cleaned
- Vents & ledges cleaned
- Doors/frames cleaned
- Medicine cabinet cleaned (in/out)
- Clean walls
- Floors washed & vacuumed
- Shower frame & track cleaned
- Tub/showers/faucets cleaned
- Trash removal
- Cabinets cleaned (in/out)
- Toilet cleaned
- Sink(s)/countertop(s) cleaned

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Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_

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**Cleaner (to be signed upon completion of service)**

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# GREEN MOVE-IN/OUT CLEANING OPTIONS

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## Bedrooms & Common Areas

- Carpet vacuumed
- Vents & ledges wiped/cleaned
- Light switches cleaned
- Wall hangings cleaned
- Blinds cleaned
- Wash/clean baseboards
- Fireplace cleaned
- Chandeliers cleaned
- Clean walls
- Ceiling fans cleaned
- Doors & knobs cleaned
- Floor vacuumed/washed
- Trash removal
- Mirrors cleaned
- Bannister cleaned
- Baseboards washed/cleaned
- Stairs vacuumed/washed
- Window sills dusted

## Kitchen

- Appliances cleaned (in/out)
- Floor vacuumed/washed
- Windows washed/cleaned
- Light fixture cleaned
- Trash removal
- Light switches cleaned
- Cabinets cleaned (in/out)
- Vents & ledges cleaned/washed
- Microwave cleaned (in/out)
- Blinds cleaned
- Tops & backsplash washed/cleaned
- Sink & faucets cleaned
- Refrigerator cleaning (in/out/behind)
- Stove & oven cleaned (in/out/behind)
- Countertops cleaned
- Dishwasher cleaned (in/out)

## Bathrooms

- Towel racks cleaned
- Light fixtures cleaned
- Windows washed/cleaned
- Light switches cleaned
- Vents & ledges cleaned
- Doors/frames cleaned
- Medicine cabinet cleaned (in/out)
- Clean walls
- Floors washed & vacuumed
- Shower frame & track cleaned
- Tub/showers/faucets cleaned
- Trash removal
- Cabinets cleaned (in/out)
- Toilet cleaned
- Sink(s)/countertop(s) cleaned

**Client (to be completed and signed prior to date of service)**

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Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_

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**Cleaner (to be signed upon completion of service)**

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Date of Service: \_\_\_\_\_

# GREEN COMMERCIAL CLEANING OPTIONS

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## Common Areas

- Carpet vacuumed
- Vents & ledges wiped/cleaned
- Light switches cleaned
- Wall hangings cleaned
- Blinds cleaned
- Wash/clean baseboards
- Chandeliers cleaned
- Clean walls
- Ceiling fans cleaned
- Lamps shades dusted
- Doors & knobs cleaned
- Remotes & phone(s) cleaned
- Floor vacuumed/washed
- TV's & electronics cleaned
- Furniture/Pillows (dusted/vacuumed)
- Trash removal
- Mirrors cleaned
- Baseboards washed/cleaned
- Stairs vacuumed/washed
- Window sills dusted

## Inner Offices/Cubicles/ Conference Rooms

- Dust filing cabinets/tables/countertops/bookshelves
- Trash removal
- Wipe/disinfect phones
- Dust computer areas (fax machines, copiers, ect)
- Clean/disinfect hard surfaces

## Break Room

- Floor vacuumed/washed
- Windows washed/cleaned
- Light fixture cleaned
- Trash removal
- Light switches cleaned
- Cabinets cleaned (in/out)
- Microwave cleaned (in/out)

- Blinds cleaned
- Tops & backsplash washed/cleaned
- Sink & faucets cleaned
- Refrigerator cleaning (in/out/)
- Countertops cleaned

## Restrooms

- Wall hangings cleaned
- Light fixtures cleaned
- Windows washed/cleaned
- Light switches cleaned
- Doors/frames cleaned
- Wipe stall partitions
- Sweep & mop floors
- Tub/showers/faucets/sink cleaned
- Trash removal
- Toilet/urinal cleaned
- Countertop(s) cleaned
- Refill paper towels and soap dispenser

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Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_

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**Cleaner (to be signed upon completion of service)**

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Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date of Service: \_\_\_\_\_