

SimplyWise Cleaning Checklist

Client name	
Address	
Clean type (recurring / move-in / move-out / one time)	
Crew	
Date	

Kitchen

☐	Counters and backsplash wiped and sanitized
☐	Appliance exteriors, stovetop and sink cleaned
☐	Trash emptied, liner replaced
☐	Floor swept and mopped
☐	Inside oven cleaned (move-in/out only)
☐	Inside refrigerator and microwave cleaned (move-in/out only)
☐	Inside cabinets and drawers wiped (move-in/out only)

Bathrooms

☐	Toilet cleaned and disinfected
☐	Tub or shower scrubbed
☐	Sink and counter wiped
☐	Mirror cleaned, streak free
☐	Floor swept and mopped
☐	Inside cabinets and drawers wiped (move-in/out only)
☐	Exhaust fan and vent dusted (move-in/out only)

Bedrooms

☐	Surfaces dusted
☐	Floor vacuumed
☐	Bed made (if requested in writing)
☐	Inside closets wiped (move-in/out only)
☐	Baseboards wiped (move-in/out only)

Living areas

☐	Surfaces dusted
☐	Floor vacuumed or mopped
☐	Trash emptied, liner replaced

☐ Light fixtures and ceiling fan dusted (move-in/out only)

☐ Walls and doors spot cleaned (move-in/out only)

Entry, hallway and high-touch surfaces

☐ Entry and hallway floors cleaned

☐ Light switches wiped

☐ Door handles and railings wiped

☐ Window sills wiped

☐ Baseboards and trim wiped (move-in/out only)

☐ Window tracks cleaned (move-in/out only)

Move-in / move-out add-on (skip on a recurring visit)

☐ Inside all cabinets, drawers and closets (move-in/out only)

☐ Inside oven, refrigerator and microwave (move-in/out only)

☐ Baseboards, trim and window tracks (move-in/out only)

☐ Light fixtures, vents and ceiling fans (move-in/out only)

☐ Walls, doors and switch plates spot cleaned (move-in/out only)

☐ Walk-through sign-off with client or landlord (move-in/out only)

Notes (anything skipped, locked, or flagged)

Crew initials: _____

Date: _____

Client or key holder signature: _____

Date: _____

This checklist is a record of the tasks completed at the address and date above. It carries no price. Quote the job separately and use this sheet to track the work once the crew is on site.

Free template from SimplyWise. simplywise.com/blog

Estimate a job from a photo in the SimplyWise Cost Estimator app: swcostestimator.app.link/ce-ai